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ABSTRACT

This report reviews the second-year activities of the Alabama Occupational Information System (AOIS), whose second-year objectives were (1) to review all state file formats, particularly the occupational file, (2) to validate national data supplied by the Government Information Service (GIS), (3) to develop and implement a Job Bank Summary File, and (4) to establish good working ties with the Department of Industrial Relations and Vocational Education. A description of how each objective was met is provided. The major portion of this report is devoted to appendixes which include sample computer printout job information sheets, a listing of occupational categories and groups, state occupations by title and Alabama Occupational Information System (AOIS) code numbers, sample instruction sheets for obtaining information on financial aid and state occupational training programs, a sample computer printout of job bank information, the benefits and objectives of AOIS, and a general description of the contents of each of AOIS' nine interactive information files: national occupational, state occupational, state occupational training, national scholarship and financial aid, state scholarship and financial aid, career resource, four-year college, two-year college, and job bank summary. (BL)

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ED147516

FINAL PROGRESS REPORT
For The Period
July 15, 1976 to July 14, 1977

(Process Evaluation attached)

Submitted by

THE ALABAMA OCCUPATIONAL INFORMATION SYSTEM

Submitted to

Mr. Gerard C. Smith, Director
National Occupational Information System
Employment and Training Administration
United States Department of Labor

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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N/A

16. Abstracts The Alabama Occupational Information System (AOIS) has nine interactive files: the National Occupational File, the State Occupational File, the State Occupational Training file, the Four-Year College File, the Two-Year College File, the National Scholarship & Financial Aid file, the State Scholarship & Financial Aid file, the Job Bank Summary file, & the Career Resource file. To help students learn about & understand the range of career & educational opportunities currently available and to help persons in the labor force become aware of occupational information are among some of the AOIS objectives. Students and clients may access information on subjects of their choice through user agencies such as institutions of learning, employment services, public libraries, rehabilitation centers, etc. AOIS is governed by a Board of Directors consisting of 10 members & has a consortium membership of approximately 400 interested agencies. There are presently 13 AOIS staff members: an executive director, information development manager, user services manager, business manager, data processing manager, 3 information development specialists, 2 user services specialists & 3 secretaries. AOIS will be self supporting at the end of the grant period.

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Job Analysis
Job Descriptions
Military Personnel
Personnel selection
Personnel development
Qualifications
Schools
Specialized training
Technical schools
Vocational guidance
Apprenticeship
Demand
Labor unions
Salary surveys

17b. Identifiers/Open-Ended Terms

Alabama Occupational Information System
Clusters
Consortium
Contracts
Descriptors
Guidance Information System
Interests
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OES
Scholarships
Selectors
Software
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FINAL PROGRESS REPORT
July 15, 1976 - July 14, 1977
ALABAMA OCCUPATIONAL INFORMATION SYSTEM

I. Administrative and Organizational Information

The Alabama Occupational Information System Board appointed a new Executive Director, W. Charles Graves, December 1 -- four and a half months after this fiscal year began. Much progress had been made during the year previous to this time in locating the office, hiring a highly competent staff, and in developing four state files onto the GIS system. Some delays had been experienced in getting permission from State government to purchase computers to deliver the information; however, a basic agreement had finally been reached to permit AOIS to purchase one 16-port Hewlett Packard 2000F for Mobile, and a Criminal Justice computer was to be modified for use in the balance of the state. The Mobile computer was installed and became operational January 1, 1977. The equipment for the Montgomery computer could not be obtained in a reasonable time, so permission was given to purchase a 32-port Hewlett Packard 2000F for Montgomery, which finally became operational in April, 1977. A cooperative relationship was established between the Director and Data Systems Management Division of the State Finance Department, which enabled AOIS to become fully operational. DSMD has continued to be cooperative, providing massive amounts of technical assistance in telecommunications, computer maintenance and assistance in acquiring terminals and other hardware.

Financial

AOIS has been privileged to have a capable and sincere project officer in Mr. Maurice Birch. It was under his watchful guidance that AOIS undertook an in-depth financial analysis which revealed that the original pricing structure of the System was inadequate to support delivery costs. The

Board of Directors approved a price increase in April, 1977, which will sustain delivery costs and yield some support for non-delivery costs. There was some concern by various parties as to whether agencies would renew contracts at the new rate. This concern has been decreased by a recent letter from the Chairman of the Board in which he quoted the new price and asked the agencies if they would pay the new price. Twelve of the seventeen agencies said they would pay the new price, with the biggest user, Mobile, agreeing to pay a renewal price of $44,515.43 (see Appendix A). Three new agencies have agreed to contract at the new price, and there are at least five pending at the present time. The seven State Employment Services offices, under Mr. James Carter, allowed us to start charging the new price immediately to increase revenue. Three-hundred sets of Occu-Sort are being developed, which could yield $60,000 in income if successfully marketed. On the other side of the financial picture, the Board of Directors has not faced up to supplying the $150,000 State contribution as promised in the grant proposal, despite the Executive Director's repeated requests that the problem be addressed. The Executive Director is making a concerted effort now to get AOIS established into the State budget for the fiscal year beginning October 1, 1978. The approach is three-pronged, with an effort to get into the General Fund, Education or Industrial Relations. Discussions are under way with Board members with hopes of success. The approach would be to get enough money to support non-delivery budget items and also buy out the computers and terminals in December of 1978 and March of 1979 at the two-year point of the lease-purchase agreement, thus enabling AOIS to lower the price charged to users.

Staff

The Board of Directors has met quarterly this year with one specially-called meeting to discuss finances. Four new members have succeeded to the Board, due to retirements of original Board members. The professional staff of AOIS has remained stable, with Mrs. Letta Gorman being appointed as Information Development Manager, and Ms. Nancy Sullivan being promoted from Labor Market Analyst I to Labor Market Analyst II. Mrs. Tonya Andrews was hired to be Dr. Lyle Smith's secretary to replace Ms. Donna Dabbs, who moved to another city. Ms. Kathy Gaither, receptionist, resigned to attend college and was replaced by Mrs. Veronica Washington, who later moved to Florida to be with her husband while he played professional football. The receptionist position and one Labor Market Analyst I position is vacant presently. AOIS has been privileged this summer to have six college students and six CETA workers who have helped tremendously in updating files and performing mall demonstrations across the state.

Files

The JOBS File, which lists all State Employment Service job openings, updated daily, became operational this year and is receiving much acclaim statewide. All AOIS files are being analyzed, updated and improved. A Human Resources section is being added to the Career Resource File. A Graduate College File and Military File is being added in September. Other file improvements are noted in the Information Development section of this report. The CIS software package has been purchased, and plans are underway to load the system on the Mobile computer to do a comparative study of how users feel about the accessing strategy and format of GIS and CIS primarily on the State Occupational descriptions. In addition to supplying the CIS package for experimentation, Dr. Bruce McKinlay, Paul Franklin and

other CIS staff have provided technical assistance and established a good working relationship with AOIS this year.

Clientele and Publicity

When the new Executive Director came December 1, 1976, AOIS was not delivering information to any location on a regular basis. Since that time, AOIS has become available to approximately 89 locations across the state, including public libraries, four-year universities, technical colleges, public school systems, and the State Employment Services. The Director has launched an effort to increase the visibility of AOIS and increase interagency cooperation. AOIS is providing codes, terminals and free time to the State Advisory Council on Vocational Education and the State Departments of Career Education, Guidance and Vocational Education. Birmingham and Tuscaloosa City schools have been provided the System on an extended trial basis. Providing free access to the System on a trial basis to a number of agencies is generating a great deal of interest and good will for AOIS. The summer workers have been waging a good publicity campaign for AOIS through radio, television, newspapers and mall demonstrations. The professional staff has appeared on a number of radio and television talk shows. The movie depicting AOIS favorably should be finished in three months, and a demonstration is being planned for Governor Wallace.

II. Information Development

Alabama's Occupational Information System Information Development staff has dedicated this past year to four objectives:

1. to review all State file formats, particularly the occupational file;

2. to validate national data supplied by GIS;

3. to develop and implement a Job Bank Summary File;

4. to establish good working ties with the Department of Industrial Relations and Vocational Education.

All four of our objectives have been met as of July 15, 1977. The following is an in-depth description of how we met each objective:

1. To review all State file formats, particularly the occupational file:

SOCC - (See Appendix B)

a. Text size was increased to 54 lines in the main file and six sub-files of 10 lines each were created for substate area information.

b. ICL's were limited to selectors only. This reduced the number of ICL's from 1600 to 200.

c. OE clusters were replaced by SIC groups as selectors. Temperaments and Interests were reworded (explanatory paragraphs added to user guides). Negative working conditions and physical demands were omitted from selectors. Aptitudes were removed as selectors. Education topic changed and salary added as a selector. Program changes were made to improve sort (item H) - (See Appendix C).

d. Format design was assembled for text. (See Appendix D).

e. Related occupations were changed to specialties. Military specialties were included.

f. When applicable, OES codes were listed following the title.

g. Re-vamped direct access list to better reflect Alabama occupations. (See Appendix E.)

NOTE: A "SOC2" file was set up to build the new format without disturbing operations.

SAID

a. Re-worked ICL's (See Appendix F.)

b. Validated data on file.

c. Mailed forms to associations and organizations for inclusion on file.

d. Added explanatory paragraphs to each group of selectors.

CRES

a. Re-worked ICL's to reduce storage space. (See Appendix G.)

b. OE clusters were replaced by SIC groups.

c. DOT categories were replaced by OOH classifications (slightly altered).

d. Added explanatory paragraphs to each group of selectors.

e. Began evaluation and validation of materials on file.

f. Initiated survey for human resources to be included. (See Appendix H.)

SOTF

a. Re-worked ICL's to reduce storage space. (See Appendix I.)

b. Only existing programs were listed as program of study selectors.

c. Validated data on file.

d. Added explanatory paragraphs to each group of selectors.

2. To validate national data supplied by GIS:

a. Each four-year college in Alabama on COL4 was contacted and supplied with printouts which they validated. Any discrepancies were researched and/or corrected.

b. Each two-year college in Alabama on COL2 was contacted and supplied with printouts which they validated. Errors were reported and corrections made.

c. All two-and four-year colleges not on COL2 and COL4 were contacted.

d. The national occupational file was found to be most erroneous. This was reported and will be corrected.

e. The financial aid file was checked against our information for accuracy.

3. To develop and implement a Job Bank Summary File:

The Job Bank Summary File format was finalized, giving the following kinds of information: ES office location, statewide openings by six-digit DOT code and occupational title, areawide openings by six-digit DOT code and occupational title as well as AOIS occupational group code and title.

In order to receive the various bits of data, an on-line accessing strategy was devised. (See Appendix J.) This method does two things: 1.) Allows users unfamiliar with DOT codes the opportunity of discovering job openings listed by DOT codes by inputting an AOIS code number for which they can access occupational information; 2.) Allows professionals who work with DOT codes a direct accessing of ES job openings and relates them to the AOIS occupational codes which they can use to get Alabama descriptions and economic information.

4. To establish good working ties with the Department of Industrial Relations and Vocational Education:

The reaching of this objective is an on-going task. Mr. Doug Dyer has replaced Ms. Ethelyn Gartman as Chief of Research and Statistics, as well as filling her seat on the Board. He has become thoroughly familiar with the purposes of AOIS and has used every opportunity to broadcast good news about us. His shop supplies us with very valuable data. Efforts to coordinate our data are being undertaken.

Dr. Mary Louise Simms of the Vocational Education Division of the State Department of Education has been contacted several times and valuable information has been exchanged. We, too, are coordinating our efforts and will do much more so in the future.

Other

1. SOCC validation committees continue to be assembled as the validating process goes on.
2. Valuable contacts are being made. (See Appendix K).
3. Public relations demonstrations are being made.
4. An information development methods manual is being assembled.
5. Occu-Sort delivery is in the working.
6. Plans for CIS-GIS on-line project are being finalized.

III. Delivery Vehicle

The Data Processing section of the Alabama Occupational Information System had the following objectives for the 1976-77 year:

1. To get the Mobile and Montgomery computers installed and running as early in the year as possible. After weeks of delay and computer components being lost in shipping, the Mobile computer was installed in early January, 1977. The Mobile computer has performed well with only two short periods of down time due to hardware problems. Prior to the installation, preparation of the computer site to meet HP specifications involved considerable time. The Montgomery computer was installed in late March. The Montgomery installation has had an unusual amount of hardware problems which have kept the machine down more than one would expect in the start up of a new computer.

This delayed file update and development. It appears at this time that both systems have settled and will give excellent service. Also a good schedule of updates, backups, and other daily computer routines are established.

2. To stay on schedule with the Information Development staff's changes on the GIS files. As of this date the DP section has met this objective.
3. To get the Job Bank Summary files and programs operational. The JOBS program and the files for JOBS went through several format changes. A special program was developed by Time Share Corporation to make the job bank summary information possible to be loaded daily. The JOBS project involved about three to four months' work.
4. To reduce DP cost as much as possible. The DP manager is researching machines and methods which could reduce cost. Also some leasing companies have been located which could save us up to $9,000 in terminal rental on the same terminals we presently lease. This was one objective accomplished in attending the NCC conference in Dallas, Texas in June, 1977.
5. To thoroughly document the system, DP duties, and JOBS; and to improve programming methods with new techniques and make improvements in computer programs. This objective has been 90% accomplished and is targeted to be finished by early September. This activity has spanned the entire year.
6. To improve DP services to users and establish a good relationship with users in the DP area. This area has involved a tremendous amount of time due to poor telephone

service to users and due to machine down time on the Montgomery system.

7. To seek other computers to possibly run the GIS system on in other areas of the state. The Data Processing manager contacted private computer installations as well as public installations owned by colleges and universities. In summary the outlook is not promising. There are some installations like Samford University and Birmingham Southern who will be upgrading and can talk to AOIS in January of 1978. Most private installations such as General Time Share in Birmingham either don't take outside accounts or aren't large enough to handle our system. The main problem is that there aren't many systems in Alabama that can time share and that can handle our size; and adding storage to those machines is too expensive. Other systems such as UAH's Univac 1110 in Huntsville would cost around $300 a day to use. This high cost is due to the high cost of on-line storage and having so many users on the line simultaneously. The search for existing computers is continuing, however, it looks as if a third AOIS computer would be better in north Alabama and the relocation of the Montgomery computer to Birmingham would reduce communications costs.
8. To make AOIS known in other DP shops around the state for good PR and possible future contacts. The DP manager has tried to accomplish this by taking every opportunity to meet other DP managers and vendors throughout the state, by attending DP conferences such as the one held in Birmingham

sponsored by the University of Alabama, and by joining several DP professional societies.

IV. User Services

A. First Quarter - July, 1975 to October, 1976

Since the entire system was in a "holding pattern" due to external constraints, the User Services' staff could not print the user guides, conduct in-service training sessions, etc. These activities could not be initiated due to the fact that specific computers for the system were not identified until approximately the end of this quarter.

B. Second Quarter - October, 1976 to January, 1977

With tentative target dates of both the Montgomery and Mobile computers of December, 1976 or January, 1977, the major User Services' activities were:

1. In-service training was conducted for approximately 500 people during a seven-calendar week period.
2. All printed materials for system operation were finalized, printed, and distributed to the contracted agencies.
3. The pre-survey questionnaire for the impact evaluation was administered.

C. Third Quarter - January, 1977 to April, 1977

1. Follow-up retraining type of in-service training sessions were conducted due to the long time lag between the initial in-service training in October and November of 1976 and the actual operational dates of the Mobile and Montgomery computers.
2. Three consortium newsletters were mailed. The following documents were generated:
   a. In-service training evaluation questionnaire,
   b. Program monitoring questionnaire, and
   c. A revision of the small brochure.

D. Fourth Quarter - May, 1977 to July, 1977

A majority of User Services' activities from mid-April through the first week in June centered upon assisting the site and system coordinators with follow-up retraining type of in-service session. Since the Montgomery computer did not become operational until the third week of March, most of these sessions were held with contracted user agencies on the Montgomery computer.

The program monitoring questionnaire (see third quarter report) was not administered to various personnel with the system's contracted agencies due to the lateness of the academic school year and therefore the busy schedules of students, counselors, teachers, etc. However, this instrument will be administered during the fall school term.

The consortium meetings that were scheduled during this quarter were cancelled due to a lack of sufficient pre-registrants and poor timing of the meetings. These meetings will be held this Fall at a more appropriate time and a different program format from the other meetings.

Other User Services' activities this quarter include:

1. The revision of the system contract detailing the new costs (only change was in paragraph 7),

2. The development of a contract for the needle sort - "Occu-Sort" system (See Appendix L),

3. The development of a form for the return of leased terminals and all user materials when an agency does not renew a system contract (See Appendix M),

4. The printing of a new comprehensive brochure designed to provide more comprehensive information concerning the system (See Appendix N),

5. The development of an In-Service Training Evaluation questionnaire which was sent to all in-service participants using the Mobile computer. The questionnaire was revised to more accurately reflect the "content" of the in-service training. This revised questionnaire was mailed to all in-service participants using the Montgomery computer. However, the mailing was in the third week of June. Therefore, the local school personnel not working during the summer did not receive the revised questionnaire. Some aspects of the in-service training have been changed due to the feedback from the evaluation questionnaire. The changes include:

   a. Reducing the number of participants in a four-hour session from 12 to 6 persons;

   b. Where and when possible, schedule the session during the morning only;

   c. Development of "workbooks" for the participants;

   d. Elimination of the GIS filmstrip "Pyramids", and

   e. Where and when possible, reduce the verbal part of the session in order to spend more time with "hands-on" experience with the terminal.

   The results, both of a quantitative and subjective nature, are listed in Appendix O.

6. Contacting potential user agencies in the original SMSA's of Mobile, Montgomery, and Birmingham: First a letter was sent in mid-April (See Appendix P) to these agencies followed up by a phone call after the State legislature passed the Education budget in mid-May. Follow-up contacts are still occurring as of the writing of this report. The emphasis behind these contacts is to fully load the Mobile and Montgomery computers with contracted ports.

7. Another newsletter was sent to the system's consortium members informing them, among other things, of the new system costs.

8. The process evaluation has been contracted with Dr. Trevor Bain, Human Resources Institute, College of Commerce and Business Administration, University of Alabama. The evaluation is

continuing on schedule with the combined cooperative efforts of the User Services' staff and Dr. Bain's staff.

Next Quarter's User Services' Activities

The User Services' activities during the next quarter will be as follows:

1. Refresher training sessions for all local school system and site coordinators are being scheduled during August and September. These sessions have two primary objectives:

   a. Reinforcement of terminal commands and access modes, and

   b. Interfacing or integrating the system into on-going programs supplemental and supportive to the instructional program (guidance and counseling and career education) and the instructional program itself.

2. Continued contact and marketing of potential user agencies in Mobile, Birmingham and Montgomery.

3. Planning for Fall consortium meetings.

4. Preliminary planning for a system "cadre" organization,

5. Identification of target areas, marketing strategies, and marketing of the Occu-Sort system.

6. Print and distribute the revisions of the user guides and direct access code books resulting from the updating of the computer files.

7. Site visits and administering of the program monitoring questionnaire.

8. All User Services' activities dealing with contracted agencies during the next three quarters will focus on one major objective, i.e., contract renewal in mid-January and mid-March of 1978.

V. Other Information

None

VI. Next Year's Activities

AOIS will strive to become financially stabilized by obtaining an appropriation from the State Special Education Trust Fund. The appropriation will enable the system to retire its debt on computers, terminals and other equipment in October 1978. Efforts will be made to fully load the computers with new users and the new Occu-Sort decks will be marketed statewide. CIS will be loaded onto the Alabama system for a research study to see if clients have a preference for CIS or GIS accessing strategies.

APPENDIX A

State of Alabama
Department of Education
State Office Building
Montgomery, Alabama 36130

Wayne Teague
State Superintendent of Education

July 27, 1977

Dr. Richard L. LoDestro, Superintendent
Mobile County Board of Education
P. O. Box 1327
Mobile, Alabama 36601

Dear Dr. LoDestro:

The board of directors of the Alabama Occupational Information System is attempting to get an estimate of projected revenues for the fiscal year beginning October 1, 1977. As you may recall the non-delivery costs of the project have been funded for the past two years through a United States Department of Labor grant with the user paying a set fee per port for delivery costs such as computers, telephones, multiplexor equipment, etc. As the project moves into its third year the federal funding has been decreased with the expectation that the project should become more self-supporting of delivery and non-delivery costs.

The original low user fee has not covered telecommunications and computer costs thereby causing the project to experience a monthly deficit.

To offset this problem the board of directors at its April meeting voted to raise the user fee, terminal rental and pass a portion of the telephone costs to all newly contracted agencies, and charge all of the original contracted agencies the new rate when their present contract comes up for renewal. I realize many of you are planning your budgets for the period beginning October 1, 1977, and need to be cognizant of the Alabama Occupational Information System Board action. Your agency will be up for contract renewal January 1, 1978.

The cost of AOIS to your agency for January through September, 1978 will be $28,800 for port rental, $10,530 for terminal rental and $5,185.43 for telecommunications costs for a total of $44,515.43. This total includes FX phone lines to Bayou La Batre, Citronelle, and Grand Bay for two months. Phone costs may be calculated into your usual phone budgets, thus lowering the direct cost of AOIS to your agency.

AOIS is strictly a non-profit organization and is making a wholesale effort to keep costs down and obtain funds from federal, state, and foundation sources in order to lower the cost to users by October 1, 1978.

Out of the eight states to receive grants to develop an occupational information system, Alabama is one of the most outstanding with its extensive adaptation of the Guidance Information System program to meet the needs of Alabamians. None of the other projects have the statewide job openings available updated on a daily basis as does Alabama. I would appreciate a prompt reply from you as to whether you are allowing for AOIS in your budget where we can assist Dr. Charles Graves in planning his budget for the system. Please return the enclosed form promptly to Dr. Graves at 901 Adams Avenue, Montgomery, AL 36130.

Sincerely,

Wayne Teague
State Superintendent of Education
Chairman, AOIS Board of Directors

WT:gcg
Enclosure

We intend to renew our contract with AOIS in January, 1978 for services through September, 1978.

X Yes ___ No

We intend to contract on an annual basis with AOIS for the fiscal year beginning October, 1978.

X Yes ___ No

AGENCY: Mobile Public Schools

CONTACT PERSON: Jamon Storey

APPENDIX B

1
ACCOUNTANTS/AUDITORS (25401)

SPECIALTIES/RELATED OCCUPATIONS:
160.188-010 ACCOUNTANT
160.188-038 AUDITOR
160.188-014 BUDGET ACCOUNTANT
160.188-018 COST ACCOUNTANT
160.188-034 TAX ACCOUNTANT
160.188-046 BURSAR

A: ACCOUNTING SPEC (/3D)/AUDIT SPEC (01L)
N: STOREKEEPER (SK)/AVIATION STOREKEEPER (AK)
AF: BUDGET SPEC (67230)/AUDITING SPEC (67330)
MC: ACCOUNTING ANALYST/FINANCE CHIEF (3452)/AUDIT TECH (3441)
CG: STOREKEEPER

JOB DESCRIPTION AND WORKER REQUIREMENTS:
ACCOUNTANTS & AUDITORS EXAMINE, ANALYZE & INTERPRET ACCOUNTING
RECORDS FOR THE PURPOSE OF GIVING ADVICE OR PREPARING STATEMENTS
& INSTALLING OR ADVISING ON SYSTEMS OF RECORDING COSTS OR OTHER
FINANCIAL & BUDGETARY INFORMATION.

SPECIFIC DUTIES MAY INCLUDE KEEPING & BALANCING BOOKS & LEDGERS;
MAKING JOURNAL ENTRIES; PREPARING FINANCIAL REPORTS; PLANNING,
LAYING OUT & REVIEWING WORK OF BOOKKEEPING & CLERICAL EMPLOYEES;
PREPARING BUDGETS; & WORKING FROM COMPUTER PRINTOUTS.

EDUCATION: SOME ACCOUNTANTS HAVE ONLY COMPLETED HIGH SCHOOL, BUT
MOST EMPLOYERS PREFER A COLLEGE GRADUATE. SOME TWO YEAR COLLEGES
IN ALABAMA OFFER ASSOCIATE DEGREES.

EMPLOYMENT: IN ALABAMA ACCOUNTANTS ACCOUNT FOR ALMOST 1% OF TOTAL
EMPLOYMENT(10050). MOST DO MANAGEMENT WORK. OTHERS WORK FOR GOVERNMENT
AGENCIES OR TEACH.

OUTLOOK: THE NUMBER EMPLOYED IS EXPECTED TO INCREASE ALMOST 0% BY
1985, DUE TO EXPANSION OF BUSINESS & GOVERNMENT AGENCIES. COLLEGE
GRADUATES WILL BE IN GREATER DEMAND THAN APPLICANTS WITH LESS TRAINING.
AN AVERAGE OF 450 JOBS ARE AVAILABLE EACH YEAR MOSTLY DUE TO REPLACEMENT
OF THOSE WHO HAVE DIED OR RETIRED.

WAGES: JOBS THAT REQUIRE HIGH SCHOOL AND/OR EXPERIENCE USUALLY START AT
LESS THAN $7000 A YEAR WHILE THOSE WITH A BACHELOR'S DEGREE EARN BETWEEN
$9000 & $12000 THE FIRST YEAR.

SPECIAL REQUIREMENTS: BE ABLE TO DO ARITHMETIC QUICKLY & ACCURATELY.
BE ABLE TO RECOGNIZE DETAIL, DIFFERENCES OR ERRORS IN WRITTEN WORDS
& NUMBERS. TO BE CERTIFIED ONE MUST HAVE A BACHELOR'S DEGREE IN ACCOUNTIN
OR ITS EQUIVALENT & HAVE 2 YEARS EXPERIENCE IN PUBLIC ACCOUNTING & PASS
THE STATE BOARD EXAM.

FOR MONTGOMERY INFO TYPE QMONTP1
FOR BHAM INFO TYPE QBHAMP1
FOR MOBILE INFO TYPE QMOBLP1
FOR TUSCALOOSA INFO TYPE QTUSCP1
FOR HUNTSVILLE INFO TYPE QHUNTP1
FOR ANNISTON INFO TYPE QANNSP1
FOR QUAD-CITY INFO TYPE QQUADP1
HIT RETURN KEY

FOR FURTHER INFORMATION:
OCCUPATIONAL OUTLOOK HANDBOOK -20-
PAGE 124

DICTIONARY OF OCCUPATIONAL TITLES
VOLUME 1-PAGE 2
VOLUME II-PAGE 252

ANNISTON
THERE ARE APPROXIMATELY 230 ACCOUNTANTS & AUDITORS EMPLOYED IN THE ANNISTON AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10. AN AVERAGE OF 10 JOB OPENINGS OCCUR IN THE AREA. THESE OPENINGS ARE DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

MONTGOMERY
THERE ARE 1310 ACCOUNTANTS & AUDITORS IN THE MONTGOMERY AREA. EMPLOYMENT IS EXPECTED TO INCREASE BY 10.7% (1450) BY 1985 PARTLY DUE TO THE INCREASE IN THE NEED BY STATE GOVERNMENT. ANNUAL AVERAGE JOB OPENINGS ARE ESTIMATED TO NUMBER 60 WITH 20 DUE TO GROWTH & 40 DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

BIRMINGHAM
THERE ARE APPROXIMATELY 3430 ACCOUNTANTS & AUDITORS EMPLOYED IN THE BIRMINGHAM AREA. THIS MEANS THAT OVER 1/3 OF THE ACCOUNTANTS IN ALABAMA ARE EMPLOYED IN THE BIRMINGHAM AREA. APPROXIMATELY 150 JOB OPENINGS OCCUR EACH YEAR MOSTLY DUE TO REPLACEMENT OF EMPLOYEES WHO HAVE DIED OR RETIRED. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY ALMOST 8% (3720).

WAGES ARE THE SAME AS STATEWIDE.

FLORENCE
THERE ARE APPROXIMATELY 300 ACCOUNTANTS & AUDITORS EMPLOYED IN THE FLORENCE AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10%. AN AVERAGE OF 10 JOB OPENINGS OCCUR ANNUALLY IN THE FLORENCE AREA DUE TO REPLACEMENT OF WORKERS WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

TUSCALOOSA
THERE ARE APPROXIMATELY 280 ACCOUNTANTS EMPLOYED IN THE TUSCALOOSA AREA. BY 1985 EMPLOYMENT IS EXPECTED TO INCREASE BY 10.7% (310) DUE IN PART TO THE GROWTH OF AREA INDUSTRY. AN ESTIMATED 10 JOB OPENINGS OCCUR ANNUALLY IN THE TUSCALOOSA AREA.

WAGES ARE SAME AS STATEWIDE.

HUNTSVILLE
THERE ARE APPROXIMATELY 990 ACCOUNTANTS & AUDITORS EMPLOYED IN THE HUNTSVILLE AREA. BY 1985 EMPLOYMENT IS EXPECTED TO DROP TO 920. THIS DECREASE IS DUE IN PART TO THE CONTINUED SLOWDOWN IN THE SPACE PROGRAM. AN AVERAGE OF 20 JOB OPENINGS OCCUR ANNUALLY DUE TO REPLACEMENT OF WORKERS WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

MOBILE
APPROXIMATELY 1180 ACCOUNTANTS & AUDITORS ARE EMPLOYED IN THE MOBILE AREA. EMPLOYMENT IS EXPECTED TO INCREASE BY 7.6% BY 1995 (1270). AN AVERAGE OF 50 JOB OPENINGS OCCURS ANNUALLY MOSTLY DUE TO REPLACEMENT WHO HAVE DIED OR RETIRED.

WAGES ARE SAME AS STATEWIDE.

APPENDIX C

INDUSTRY

THE STANDARD INDUSTRIAL CLASSIFICATION IS INTENDED TO COVER THE ENTIRE FIELD OF ECONOMIC ACTIVITIES. PLEASE EXAMINE THE FOLLOWING LIST OF INDUSTRIES AND CHOOSE AS MANY OR AS FEW AS YOU LIKE, BUT CHOOSE ONLY THOSE YOU DEFINITELY PREFER OR CHOOSE NONE AT ALL.

1. AGRICULTURE, FORESTRY & FISHING
2. MINING
3. CONSTRUCTION
4. MANUFACTURING
5. TRANSPORTATION, COMMUNICATION & UTILITIES
6. WHOLESALE TRADE
7. RETAIL TRADE
8. FINANCE, INSURANCE & REAL ESTATE
9. SERVICES
10. PUBLIC ADMINISTRATION (GOVERNMENT)

CATEGORIES OF OCCUPATIONS

The Dictionary of Occupational Titles classifies occupations by categories and divisions. The following is a list of occupational categories and groups. Choose as many or as few as you like, but choose only those you definitely prefer.

11. PROFESSIONAL, TECHNICAL AND MANAGERIAL OCCUPATIONS
12. Architecture and Engineering
13. Mathematics and Physical Sciences
14. Life Sciences
15. Social Sciences
16. Medicine and Health
17. Education
18. Museum, Library and Archival Sciences
19. Law and Jurisprudence
20. Religion and Theology
21. Writing
22. Art
23. Entertainment and Recreation
24. Administrative Specializations
25. Managers and Officials
26. Misc. Professional, Technical and Managerial Occupations

27. CLERICAL AND SALES OCCUPATIONS
28. Stenography, Typing, Filing and Related Occupations
29. Computing and Account Recording
30. Material and Production Recording
31. Information and Message Distribution
32. Other Clerical Occupations
33. Salespersons, Services
34. Salespersons, Products
35. Merchandising, Except Sales

36. SERVICE OCCUPATIONS
37. Domestic Service
38. Food and Beverage Preparation and Service
39. Lodging and Related Service Occupations (Hotel, Motel Work)
40. Barbering, Cosmetology and Related Service
41. Amusement and Recreation (Sports Attendants, Ushers, Etc.)
42. Personal Service (Hostesses, Stewards, Etc.)
43. Apparel and Furnishings Service (Laundering, Shoe Repair, Etc.)
44. Protective Service (Police, Military, Firefighters, Guards, Etc.)
45. Building and Related Service Occupations (Janitors, Porters, Etc.)

46. FARMING, FISHERY, FORESTRY AND RELATED OCCUPATIONS
47. Plant Farming
48. Animal Farming
49. General Farming, Specialty Farming, Farm Jobs Not Listed Elsewhere

50. Fishery and Related Occupations (Seeding, Cultivating, Stocking, Catching Aquatic Life, Etc.)
51. Forestry
52. Hunting, Trapping and Related Occupations
53. Services Which Support Agricultural Occupations (Pest Control)

54. PROCESSING OCCUPATIONS
55. Processing Metal
56. Ore Refining and Foundry Occupations
57. Processing Food, Tobacco and Related Products
58. Processing Paper and Related Materials
59. Processing Petroleum, Coal, Natural and Manufactured Gas
60. Processing Chemicals, Plastics, Synthetics, Rubber and Paint
61. Processing Wood and Wood Products
62. Processing Stone, Clay, Glass and Related Products
63. Processing Leather, Textiles and Related Products
64. Other Processing Occupations (Processing Assorted Materials)

65. MACHINE TRADES OCCUPATIONS
66. Metal Machining (Machining, Tool Making, Sawing, Etc.)
67. Metal Working (Forging, Forming of Metal, Etc.)
68. Mechanics and Machinery Repairer
69. Paperworking (Cutting, Folding, Sewing, Etc.)
70. Printing
71. Wood Machining
72. Machining Stone, Clay, Glass and Related Materials
73. Textile Occupations (Weaving, Knitting, Etc., of Cloth and Materials)
74. Other Machine Trades (Machining Plastics, Wire, Etc.)

75. BENCH WORK CONSTRUCTION
76. Construction, Assembly and Repair of Metal Products
77. Construction, Assembly and Repair of Scientific and Optical Goods
78. Assembly and Repair of Electrical Equipment
79. Manufacture and Repair of Products Made From Assorted Materials
80. Painting, Decorating and Related Occupations
81. Construction and Repair of Plastics, Rubber and Related Products
82. Construction and Repair of Wood Products
83. Construction and Repair of Sand, Stone, Clay and Glass Products
84. Construction and Repair of Textile, Leather and Related Products
85. Other Bench Work Occupations (Preparation of Food, Tobacco Products)

86. STRUCTURAL WORK OCCUPATIONS
87. Metal Working and Assembling
88. Welding, Flame Cutting and Related Occupations
89. Electrical Assembling, Installing and Repairing
90. Painting, Plastering, Waterproofing and Related Occupations
91. Excavating, Grading, Paving and Related Occupations
92. Construction (Carpentry, Masonry, Plumbing, Roofing, Etc.)
93. Structural Work (Maintenance of Buildings, Hoisting, Carrying, Etc.)

94. MISCELLANEOUS OCCUPATIONS
95. Motor Freight (Truck Drivers, Etc.)
96. Transportation (Railroad, Water, Air, Bus and Taxi Drivers)
97. Packaging and Material Handling
98. Extraction of Minerals (Drilling, Blasting, Crushing Occupations)
99. Logging
100. Production and Distribution of Utilities
101. Amusement, Recreation and Motion Pictures Occupations
102. Graphic Art Work

INTERESTS: An interest is a tendency to become absorbed in an experience and to continue it. The following is a list of characteristics describing various interests. Choose as many or as few as you wish, but choose only those you definitely prefer.

103. Working With Things And Objects
104. Communicating With Or About People
105. Making Business Contacts With People
106. Doing Scientific And Technical Work
107. Doing Routine, Clearly Organized Work
108. Doing Theoretical And Creative Work
109. Working To Help Others
110. Working With Detail, Process, Machine And Techniques
111. Doing Work Resulting In Prestige
112. Doing Work That Produces Clearly Visible Results

WORK ACTIVITIES: Work activities or temperaments are personal traits required of a worker by specific job-worker situations. The following is a list of work activities. Choose as many or as few as you wish, but choose only those you definitely prefer.

120. Doing Tasks That Are Repeated Often and Regularly and Are Done According To Set Procedures
121. Managing A Work Group
122. Achieving Cooperative And Successful Working Relationships
123. Influencing People's Opinions, Attitudes or Ideas
124. Working Under Stress or Taking Risks
125. Making Judgments Based on Evaluation of Information Using Personal Knowledge and Experience
126. Judging Information Against Measurable Standards
127. Judging Feelings, Ideas or Facts in Terms of Personal Values
128. Meeting Precise Standards
129. Doing a Variety of Tasks That Change Constantly

PHYSICAL DEMANDS: Physical demands are the physical activities required of a worker in a job. The physical demands express both the physical requirements of the job and the physical capacities a worker must have to meet the requirements. The following is a list of physical demands. Choose as many or as few as you like, but choose only those you definitely prefer or are capable of doing.

135. Lifting 10 Lbs. Maximum; Little Carrying
136. Lifting Up To 20 Lbs.; Carrying Up To 10 Lbs.
137. Lifting Up To 50 Lbs.; Carrying Up To 25 Lbs.
138. Lifting Up To 100 Lbs.; Carrying Up To 50 Lbs.
139. Lifting Over 100 Lbs.; Carrying Over 50 Lbs.
140. Climbing And Balancing
141. Stooping, Kneeling, Crouching, Crawling
142. Reaching, Handling, Feeling
143. Talking And Hearing
144. Seeing Clearly
145. Mostly Standing
146. Mostly Sitting
147. Both Standing And Sitting
148. Considerable Walking

Programming -

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When A135, sort picks up 135
When A136, sort picks up 135, 136
When A137, sort picks up 135, 136, 137
When A138, sort picks up 135, 136, 137, 138
When A139, sort picks up 135, 136, 137, 138, 139

When S135, sort picks up 135-139
When S136, sort picks up 136-139
When S137, sort picks up 137-139
When S138, sort picks up 138-139
When S139, sort picks up 139
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WORKING CONDITIONS: Working Conditions are the physical surroundings of a job-worker situation which makes specific demands upon a worker's physical capacities. The following is a list of working conditions. Choose as many or as few as you like, but choose only those you definitely prefer or are capable of accepting.

150. Mostly Inside Work
151. Mostly Outside Work
152. Both Inside and Outside Work
153. 35-40 Hour Week
154. Shift Work
155. Occasional Overtime
156. Frequent Overtime
157. Overtime Usually Seasonal
158. Occasional Weekend Work
159. Frequent Weekend Work
160. Occasional Night Work
161. Frequent Night Work
162. Work Usually Seasonal
163. Occasional Travel
164. Frequent Travel

EDUCATION: How many years of training and/or education past high school would you be willing to spend or have spent in preparing for an occupation? Choose from the following list. If you do not know or have no preference, do not choose any.

169. None
170. Up To 1 Year
171. Up To 2 Years
172. Up To 3 Years
173. Up To 4 Years
174. Up To 5 Years
175. Up To 6 Years
176. More Than 6 Years

Programming -

When A169, the sort picks up 169
When A170, the sort picks up 169, 170
When A171, the sort picks up 169, 170, 171
When A172, the sort picks up 169, 170, 171, 172
When A173, the sort picks up 169, 170, 171, 172, 173
When A174, the sort picks up 169, 170, 171, 172, 173, 174
When A175, the sort picks up 169, 170, 171, 172, 173, 174, 175
When A176, the sort picks up 169, 170, 171, 172, 173, 174, 175, 176

SALARY: How much money would an occupation need to pay annually before you could accept it?

180. Less Than $5000
181. At Least $5001 - $6999
182. At Least $7000 - $7999
183. At Least $8000 - $9999
184. At Least $10000 - $14999
185. At Least $15000 - $17999
186. At Least $18000 - $24999
187. At Least $25000

Programming -

When A180, sort picks up 180
When A181, sort picks up 181, 182, 183, 184, 185, 186, 187
When A182, sort picks up 182, 183, 184, 185, 186, 187
When A183, sort picks up 183, 184, 185, 186, 187
When A184, sort picks up 184, 185, 186, 187
When A185, sort picks up 185, 186, 187
When A186, sort picks up 186, 187
When A187, sort picks up 187

APPENDIX D

SOCC TEXT FORMAT - GUIDE

1. Open description with the title of the occupational group. Give an opening statement that reflects the general function of the group. Use the OES dictionary whenever possible. Remember to adapt it to ninth grade reading level.

2. SPECIFIC DUTIES - List the specific duties from various sources. Always word this sentence: "Specific duties may include..."

3. EDUCATION - Start a new paragraph and begin "Education:". Discuss the various levels of education or training available in the State. Mention the level most accepted or required.

4. EMPLOYMENT - Start a new paragraph, "Employment:". Discuss briefly the employment situation statewide. Include:

    a. number employed and percent of employed in occupation
    b. rank of employment (optional)
    c. places of employment

5. OUTLOOK - Start a new paragraph and begin, "Outlook:". Discuss the outlook for the occupation. Include:

    a. projected employment
    b. reason for growth or decrease
    c. factors affecting supply/demand
    d. annual average job openings and reason

6. WAGES - Start a new paragraph and begin, "Wages:". Discuss the varying entry wages as influenced by education, training, etc.

7. OTHER REQUIREMENTS - Use this free space to mention necessary aptitudes, important physical requirements, licensing, etc.

APPENDIX E

STATE OCCUPATIONS BY TITLE

WITH AOIS CODE NUMBERS

156	ABRADING MACHINE OPERATORS
169	ACCESSORY INSTALLERS, HOUSEHOLD
1	ACCOUNTANTS
32	ACCOUNT COLLECTORS
203	ACTUARIES
175	ADJUSTERS, INSURANCE
294	ADMINISTRATORS, ELEMENTARY SCHOOL
159	ADMINISTRATORS, HEALTH
293	ADMINISTRATORS, POSTSECONDARY SCHOOL
294	ADMINISTRATORS, SECONDARY SCHOOL
2	ADULT EDUCATION TEACHERS
3	ADVERTISING AGENTS
131	ADVISORS, FARM MANAGEMENT
4	AERONAUTICAL ENGINEERS
3	AGENTS, ADVERTISING
313	AGENTS, BOND SALES
176	AGENTS, INSURANCE
266	AGENTS, PURCHASING
275	AGENTS, REAL ESTATE
313	AGENTS, STOCK SALES
331	AGENTS, TICKET
6	AGRICULTURAL SCIENTISTS
5	AGRICULTURAL TECHNICIANS
160	AIDES, HEALTH (EXCEPT NURSING)
222	AIDES, NURSING
348	AIDES, SOCIAL SERVICE
323	AIDES, TEACHERS
8	AIR CONDITIONING MECHANICS
9	AIRCRAFT MECHANICS
9	AIRCRAFT REPAIRERS
10	AIRPLANE PILOTS
11	AIR TRAFFIC CONTROLLERS
79	ANALYSTS, COMPUTER SYSTEMS
228	ANALYSTS, OPERATIONS
228	ANALYSTS, SYSTEMS
12	ANIMAL CARETAKERS
163	ANNEALERS, HEAT
269	ANNOUNCERS, RADIO
269	ANNOUNCERS, TELEVISION
276	APPRAISERS, REAL ESTATE
13	ARCHITECTS
14	ARCHIVISTS
220	ARRANGERS, INSTRUMENTAL MUSIC
234	ARTISTIC PAINTERS
16	ASBESTOS WORKERS
17	ASSEMBLERS
76	ASSESSORS - LOCAL PUBLIC ADMINISTRATION
93	ASSISTANTS, DENTAL
323	ASSISTANTS, EDUCATIONAL
189	ASSISTANTS, LIBRARY
73	ASSISTANTS, MEDICAL LABORATORY
4	ASTRONAUTICAL ENGINEERS
246	ASTRONOMERS
18	ATHLETES
20	ATMOSPHERIC SCIENTISTS
65	ATTENDANTS, CHILD CARE
99	ATTENDANTS, DINING ROOM
189	ATTENDANTS, LIBRARY
222	ATTENDANTS, NURSING
236	ATTENDANTS, PARKING LOT
22	ATTENDANTS, RECREATION FACILITIES
150	ATTENDANTS, SERVICE STATION
1	AUDITORS
23	AUTOMOBILE ACCESSORY INSTALLERS
24	AUTOMOBILE BODY REPAIRERS
25	AUTOMOBILE MECHANICS
26	BAGGAGE PORTERS
299	BAILIFFS
27	BAKERS
28	BANK OFFICERS
30	BARBERS
281	BAR MANAGERS
31	BARTENDERS
26	BELLHOPS
32	BILL COLLECTORS
33	BILLING CLERKS
42	BILLING MACHINE OPERATORS
40	BINDERS, BOOKS
34	BIOLOGICAL SCIENTISTS
5	BIOLOGICAL TECHNICIANS
120	BLACKSMITHS
36	BLASTERS
38	BOAT OPERATORS
24	BODY REPAIRERS, AUTOMOBILE
39	BOILERMAKERS
313	BOND SALES AGENTS
40	BOOKBINDERS
41	BOOKKEEPERS
42	BOOKKEEPING MACHINE OPERATORS
43	BOOTBLACKS
105	BORING MACHINE OPERATORS
44	BOTTLING WORKERS
46	BRICKMASONS
87	BRIDGE TENDERS
176	BROKERS, INSURANCE
275	BROKERS, REAL ESTATE
136	BUFFERS
200	BUILDING MANAGERS
200	BUILDING SUPERINTENDENTS
47	BULLDOZER OPERATORS
48	BUS DRIVERS
204	BUTCHERS
50	BUYERS
133	BUYERS (FARM PRODUCTS)
51	CABINETMAKERS
281	CAFETERIA MANAGERS
52	CALCULATING MACHINE OPERATORS
44	CANNERY WORKERS

53	CARD TENDERS
12	CARETAKERS, ANIMAL
54	CARPENTERS
55	CARPENTERS' HELPERS
56	CARPET CUTTERS
56	CARPET LAYERS
198	CARRIERS, MAIL (POST OFFICE)
221	CARRIERS, NEWSPAPER
271	CAR SHOP REPAIRERS
316	CARVERS, STONE
57	CASHIERS
58	CEMENT MASONS
322	CHAUFFEURS
60	CHECKERS, MANUFACTURING
61	CHEMICAL ENGINEERS
62	CHEMICAL TECHNICIANS
63	CHEMISTS
65	CHILD CARE ATTENDANTS
65	CHILD CARE WORKERS
66	CHILD CARE WORKERS (PRIVATE)
67	CHIROPRACTORS
68	CIVIL ENGINEERS
136	CLEANERS - MANUFACTURING
177	CLEANERS
340	CLEANERS, EQUIPMENT
197	CLEANERS, HOUSEHOLD
70	CLERGY
71	CLERICAL ASSISTANTS (SOCIAL WELFARE)
72	CLERICAL SUPERVISORS
33	CLERKS, BILLING
84	CLERKS, COUNTER (EXCEPT FOOD)
135	CLERKS, FILE
238	CLERKS, PAYROLL
253	CLERKS, POSTAL
301	CLERKS, RECEIVING
301	CLERKS, SHIPPING
311	CLERKS, STATISTICAL
314	CLERKS, STOCK
238	CLERKS, TIMEKEEPING
32	COLLECTORS, ACCOUNT
32	COLLECTORS, BILL
151	COLLECTORS, GARGABE
86	COLLECTION MANAGERS
109	COLLEGE INSTRUCTORS
75	COMPOSITORS
77	COMPUTER OPERATORS
78	COMPUTER PROGRAMMERS
79	COMPUTER SYSTEMS ANALYSTS
58	CONCRETE FINISHERS
273	CONDUCTORS, RAILROAD
143	CONSERVATIONISTS
80	CONSTRUCTION INSPECTORS - PUBLIC ADMIN.
81	CONSTRUCTION LABORERS
232	CONSTRUCTION - PAINTERS
11	CONTROLLERS, AIR TRAFFIC
76	CONTROLLERS - LOCAL PUBLIC ADMIN.
82	COOKS (EXCEPT PRIVATE HOUSEHOLD)
83	COOKS - PRIVATE HOUSEHOLD
158	COSMETOLOGISTS
342	COUNSELORS - EDUCATIONAL
342	COUNSELORS - VOCATIONAL
84	COUNTER CLERKS (EXCEPT FOOD)
140	COUNTER WORKERS, FOOD
272	COUPLERS, RAILROAD
85	CRANE OPERATORS
86	CREDIT MANAGERS
87	CROSSING GUARDS
14	CURATORS
88	CUTTERS - TEXTILE
56	CUTTERS, CARPET
347	CUTTERS, FLAME
204	CUTTERS, MEAT
316	CUTTERS, STONE
89	DATA PROCESSING MACHINE REPAIRERS
285	DECKHANDS
90	DECORATORS
91	DELIVERY WORKERS
92	DEMONSTRATORS
93	DENTAL ASSISTANTS
94	DENTAL HYGIENISTS
95	DENTAL LABORATORY TECHNICIANS
96	DENTISTS
288	DEPARTMENT HEADS (RETAIL TRADE)
85	DERRICK OPERATORS
97	DESIGNERS
251	DETECTIVES, POLICE
333	DIE MAKERS
179	DIE SETTERS
98	DIETICIANS
99	DINING ROOM ATTENDANTS
147	DIRECTORS, FUNERAL
101	DISPATCHERS - VEHICLE
157	DOORKEEPERS
102	DRAFTERS
103	DRESSMAKERS
104	DRILLERS
105	DRILL PRESS OPERATORS
48	DRIVERS, BUS
322	DRIVERS, TAXI
335	DRIVERS, TRUCK
184	DRY CLEANING MACHINE OPERATORS
106	DRY WALL INSTALLERS
107	DUPLICATING MACHINE OPERATORS
108	DYERS
110	ECONOMISTS
168	ECONOMISTS, HOME
111	EDITORS
323	EDUCATIONAL ASSISTANTS
342	EDUCATIONAL COUNSELORS

69	EEG TECHNICIANS
69	EKG TECHNICIANS
19	ELECTRIC ORGAN TUNERS
113	ELECTRIC POWER LINE INSTALLERS
113	ELECTRIC POWER LINE REPAIRERS
115	ELECTRICAL ENGINEERING TECHNICIANS
114	ELECTRICAL ENGINEERS
116	ELECTRICIANS
115	ELECTRONIC ENGINEERING TECHNICIANS
114	ELECTRONIC ENGINEERS
7	ELECTROTYPERS
294	ELEMENTARY SCHOOL ADMINISTRATORS
117	ELEMENTARY SCHOOL TEACHERS
118	ELEVATOR OPERATORS
119	EMBALMERS
4	ENGINEERS, AERONAUTICAL
4	ENGINEERS, ASTRONAUTICAL
61	ENGINEERS, CHEMICAL
68	ENGINEERS, CIVIL
114	ENGINEERS, ELECTRICAL
114	ENGINEERS, ELECTRONIC
172	ENGINEERS, INDUSTRIAL
191	ENGINEERS, LOCOMOTIVE
207	ENGINEERS, MECHANICAL
211	ENGINEERS, METALLURGICAL
49	ENGINEERS, SALES
310	ENGINEERS, STATIONARY
121	ENGINEERS, TEXTILE
122	ENGRAVERS
123	ENUMERATORS
340	EQUIPMENT CLEANERS
175	EXAMINERS, INSURANCE
60	EXAMINERS, MANUFACTURING
126	EXCAVATING MACHINE OPERATORS
127	EXPEDITERS
128	FARMERS
129	FARM EQUIPMENT MECHANICS
130	FARM LABORERS
134	FARM LABOR SUPERVISORS
131	FARM MANAGEMENT ADVISORS
132	FARM MANAGERS
282	FASTENERS
135	FILE CLERKS
136	FILERS
28	FINANCIAL MANAGERS
58	FINISHERS CONCRETE
149	FINISHERS, FURNITURE
283	FINISHERS, METAL
137	FIRE FIGHTERS
138	FISHERS
347	FLAME CUTTERS
139	FLOOR LAYERS (EXCEPT TILESETTERS)
140	FOOD COUNTER WORKERS
141	FOOD SERVICE WORKERS (EXCEPT PRIVATE HOUSEHOLD
143	FORESTERS
144	FORGE OPERATORS
140	FOUNTAIN WORKERS
146	FREIGHT HANDLERS
147	FUNERAL DIRECTORS
148	FURNACE POURERS
309	FURNACE STOKERS (EXCEPT METAL)
148	FURNACE TENDERS
309	FURNACE TENDERS (EXCEPT METAL)
149	FURNITURE FINISHERS
150	GARAGE WORKERS
151	GARBAGE COLLECTORS
152	GARDENERS
153	GEOLOGISTS
153	GEOPHYSICISTS
154	GLAZIERS
155	GRADERS - MANUFACTURING
126	GRADING MACHINE OPERATORS
227	GREASERS (EXCEPT AUTO)
136	GRINDERS
156	GRINDING MACHINE OPERATORS
152	GROUNDSKEEPERS
157	GUARDS
87	GUARDS, CROSSING
158	HAIR STYLISTS
144	HAMMER OPERATORS
199	HANDLERS, MAIL (EXCEPT POST OFFICE)
315	HANDLERS, STOCK
159	HEALTH ADMINISTRATORS
160	HEALTH AIDES (EXCEPT NURSING)
163	HEAT ANNEALERS
163	HEAT TEMPERERS
163	HEAT TREATERS
164	HEATERS
8	HEATING MECHANICS
165	HEAVY EQUIPMENT MECHANICS
85	HOIST OPERATORS
168	HOME ECONOMISTS
169	HOUSEHOLD ACCESSORY INSTALLERS
169	HOUSEHOLD APPLIANCE REPAIRERS
197	HOUSEHOLD CLEANERS
37	HOUSEKEEPERS (EXCEPT PRIVATE HOUSEHOLD
171	HOUSEKEEPERS (PRIVATE HOUSEHOLD)
15	HUCKSTERS
138	HUNTERS
94	HYGIENISTS, DENTAL
172	INDUSTRIAL ENGINEERS
145	INDUSTRIAL TRUCK OPERATORS
80	INSPECTORS, CONSTRUCTION (PUBLIC ADMIN
174	INSPECTORS, LOG
60	INSPECTORS - MANUFACTURING
263	INSPECTORS, PUBLIC (EXCEPT CONSTRUCTIO
23	INSTALLERS, AUTOMOBILE ACCESSORY
106	INSTALLERS, DRY WALL
113	INSTALLERS, ELECTRIC POWER LINE
169	INSTALLERS, HOUSEHOLD ACCESSORY
326	INSTALLERS, TELEPHONE
327	INSTALLERS, TELEPHONE LINE
109	INSTRUCTORS, COLLEGE

109	INSTRUCTORS, UNIVERSITY
220	INSTRUMENTAL ARRANGERS - MUSIC
220	INSTRUMENTAL MUSICIANS
16	INSULATION WORKERS
175	INSURANCE ADJUSTERS
176	INSURANCE AGENTS
176	INSURANCE BROKERS
175	INSURANCE EXAMINERS
175	INSURANCE INVESTIGATORS
176	INSURANCE UNDERWRITERS
123	INTERVIEWERS
175	INVESTIGATORS, INSURANCE
177	JANITORS
178	JEWELERS
179	JOB SETTERS
180	JUDGES
181	KEY PUNCH OPERATORS
256	KINDERGARTEN TEACHERS
100	KITCHEN HELPERS
182	KNITTERS - TEXTILE
95	LABORATORY TECHNICIANS, DENTAL
81	LABORERS, CONSTRUCTION
130	LABORERS, FARM
344	LABORERS, WAREHOUSE
239	LABOR RELATIONS SPECIALISTS
183	LATHE OPERATORS
106	LATHERS
184	LAUNDRY MACHINE OPERATORS
186	LAWYERS
56	LAYERS, CARPET
139	LAYERS, FLOOR (EXCEPT TILESETTERS)
59	LAY MIDWIVES
187	LEGAL SECRETARIES
304	LETTERERS, SIGN
188	LIBRARIANS
161	LIBRARIANS, MEDICAL RECORDS
189	LIBRARY ASSISTANTS
189	LIBRARY ATTENDANTS
190	LICENSED PRACTICAL NURSES
191	LOCOMOTIVE ENGINEERS
35	LODGES, OFFICIALS OF
174	LOG GRADERS
174	LOG INSPECTORS
174	LOG SCALERS
324	LOGGING TEAMSTERS
195	LOGGING WORKERS
193	LONGSHORE WORKERS
194	LOOM FIXERS - TEXTILE
182	LOOPERS - TEXTILE
156	MACHINE OPERATORS, ABRADING
42	MACHINE OPERATORS, BILLING
42	MACHINE OPERATORS, BOOKKEEPING
52	MACHINE OPERATORS, CALCULATING
107	MACHINE OPERATORS, DUPLICATING
156	MACHINE OPERATORS, GRINDING
302	MACHINE OPERATORS, SHOEMAKING
320	MACHINE OPERATORS, TABULATING
196	MACHINISTS
198	MAIL CARRIERS - POST OFFICE
199	MAIL HANDLERS (EXCEPT POST OFFICE)
254	MAIL SUPERINTENDENTS
206	MAINTENANCE MECHANICS
232	MAINTENANCE, PAINTERS
131	MANAGEMENT ADVISORS, FARM
281	MANAGERS, BAR
200	MANAGERS, BUILDING
281	MANAGERS, CAFETERIA
86	MANAGERS, COLLECTION
86	MANAGERS, CREDIT
132	MANAGERS, FARM
28	MANAGERS, FINANCIAL
45	MANAGERS, OFFICE
261	MANAGERS, PLANT
281	MANAGERS, RESTAURANT
287	MANAGERS, SALES (EXCEPT RETAIL TRADE)
288	MANAGERS, SALES (RETAIL TRADE)
60	MANUFACTURING - INSPECTORS
58	MASONS, CEMENT
146	MATERIAL HANDLERS
203	MATHEMATICIANS
204	MEAT CUTTERS
205	MEAT WRAPPERS
207	MECHANICAL ENGINEERS
8	MECHANICS, AIR CONDITIONING
9	MECHANICS, AIRCRAFT
25	MECHANICS, AUTOMOBILE
129	MECHANICS, FARM EQUIPMENT
8	MECHANICS HEATING
165	MECHANICS, HEAVY EQUIPMENT
206	MECHANICS, MAINTENANCE
229	MECHANICS, OPTICAL
8	MECHANICS, REFRIGERATION
73	MEDICAL LABORATORY ASSISTANTS
73	MEDICAL LABORATORY TECHNICIANS
73	MEDICAL LABORATORY TECHNOLOGISTS
161	MEDICAL RECORD LIBRARIANS
208	MEDICAL SECRETARIES
209	MESSENGERS
325	MESSENGERS, TELEGRAPH
211	METALLURGICAL ENGINEERS
283	METAL ROLLERS
298	METAL WORKERS, SHEET
212	METER READERS, UTILITY
59	MIDWIVES, LAY
213	MILLERS
214	MILLWRIGHTS
215	MINE WORKERS
216	MIXING OPERATORS
237	MODEL MAKERS
217	MOLDERS
64	MONITORS, SCHOOL
218	MOTION PICTURE PROJECTIONISTS

220	MUSICIANS, INSTRUMENTAL
221	NEWSPAPER CARRIERS
221	NEWSPAPER VENDORS
190	NURSES, LICENSED PRACTICAL
279	NURSES, REGISTERED
222	NURSING AIDES
222	NURSING ATTENDANTS
98	NUTRITIONISTS
209	OFFICE HELPERS
224	OFFICE MACHINE REPAIRERS
45	OFFICE MANAGERS
28	OFFICERS, BANK
251	OFFICERS, POLICE
225	OFFICERS - SHIP
35	OFFICIALS OF LODGES
35	OFFICIALS OF SOCIETIES
35	OFFICIALS OF UNIONS
227	OILERS (EXCEPT AUTO)
228	OPERATIONS ANALYSTS
228	OPERATIONS RESEARCHERS
328	OPERATORS, TELEPHONE
229	OPITCAL MECHANICS
229	OPTICIANS
230	OPTOMETRISTS
222	ORDERLIES
231	PACKERS (EXCEPT MEAT/PRODUCE)
234	PAINTERS, ARTISTIC
232	PAINTERS, CONSTRUCTION
232	PAINTERS, MAINTENANCE
233	PAINTERS, PRODUCTION
304	PAINTERS, SIGN
235	PAPERHANGERS
236	PARKING LOT ATTENDANTS
237	PATTERN MAKERS
238	PAYROLL CLERKS
15	PEDDLERS
77	PERIPHERAL EQUIPMENT OPERATORS
239	PERSONNEL SPECIALISTS
240	PHARMACISTS
241	PHOTOENGRAVERS
242	PHOTOGRAPHERS
243	PHOTOGRAPHIC PROCESS WORKERS
245	PHYSICIANS
246	PHYSICISTS
19	PIANO TUNERS
10	PILOTS, AIRPLANE
225	PILOTS - SHIP
249	PIPEFITTERS
338	PLANNERS, REGIONAL
338	PLANNERS, URBAN
261	PLANT MANAGERS
248	PLASTERERS
210	PLATERS
249	PLUMBERS
250	PODIATRISTS
251	POLICE DETECTIVES
251	POLICE OFFICERS
252	POLITICAL SCIENTISTS
177	PORTERS
26	PORTERS, BAGGAGE
253	POSTAL CLERKS
254	POSTMASTERS
293	POST-SECONDARY SCHOOL ADMINISTRATORS
255	POWER STATION OPERATORS
256	PREKINDERGARTEN TEACHERS
74	PRESSERS
257	PRINTING PRESS OPERATORS
258	PRODUCE GRADERS
258	PRODUCE PACKERS
127	PRODUCTION CONTROLLERS
261	PRODUCTION SUPERINTENDENTS
78	PROGRAMMERS, COMPUTER
218	PROJECTIONISTS, MOTION PICTURE
259	PROOFREADERS
260	PSYCHOLOGISTS
263	PUBLIC INSPECTORS (EXCEPT CONSTRUCTION)
264	PUBLICITY WRITERS
264	PUBLIC RELATIONS SPECIALISTS
265	PUNCH PRESS OPERATORS
266	PURCHASING AGENTS
225	PURSERS - SHIP
269	RADIO ANNOUNCERS
267	RADIOLOGICAL TECHNICIANS
267	RADIOLOGICAL TECHNOLOGISTS
268	RADIO OPERATORS
270	RADIO REPAIRERS
272	RAILROAD BRAKE OPERATORS
273	RAILROAD CONDUCTORS
272	RAILROAD COUPLERS
271	RAILROAD REPAIRERS
274	RAILROAD SWITCH OPERATORS
212	READERS, UTILITY METER
275	REAL ESTATE AGENTS
276	REAL ESTATE APPRAISERS
275	REAL ESTATE BROKERS
277	RECEPTIONISTS
301	RECEIVING CLERKS
22	RECREATION FACILITIES ATTENDANTS
278	RECREATION WORKERS
8	REFRIGERATION MECHANICS
279	REGISTERED NURSES
338	REGIONAL PLANNERS
21	RELIGIOUS WORKERS (EXCEPT CLERGY)
9	REPAIRERS, AIRCRAFT
24	REPAIRERS, AUTOMOBILE BODY
271	REPAIRERS, CAR SHOP
89	REPAIRERS, DATA PROCESSING MACHINE
113	REPAIRERS, ELECTRIC POWER LINE
169	REPAIRERS, HOUSEHOLD APPLIANCE
224	REPAIRERS, OFFICE MACHINE

270	REPAIRERS, RADIO
271	REPAIRERS, RAILROAD
303	REPAIRERS, SHOE
326	REPAIRERS, TELEPHONE
327	REPAIRERS, TELEPHONE LINE
270	REPAIRERS, TELEVISION
111	REPORTERS
228	RESEARCHERS, OPERATIONS
228	RESEARCHERS, SYSTEMS
281	RESTAURANT MANAGERS
282	RIVETERS
284	ROOFERS
91	ROUTE WORKERS
313	SALES AGENTS, STOCK/BOND
49	SALES ENGINEERS
288	SALES MANAGERS (RETAIL TRADE)
287	SALES MANAGERS (EXCEPT RETAIL TRADE)
286	SALES WORKERS
3	SALES WORKERS, ADVERTISING
136	SANDERS
292	SAWYERS
174	SCALERS, LOG
294	SCHOOL ADMINISTRATORS, ELEMENTARY
293	SCHOOL ADMINISTRATORS, POSTSECONDARY
294	SCHOOL ADMINISTRATORS, SECONDARY
64	SCHOOL MONITORS
117	SCHOOL TEACHERS, ELEMENTARY
295	SCHOOL TEACHERS, SECONDARY
6	SCIENTISTS, AGRICULTURAL
20	SCIENTISTS, ATMOSPHERIC
34	SCIENTISTS, BIOLOGICAL
252	SCIENTISTS, POLITICAL
20	SCIENTISTS, SPACE
294	SECONDARY SCHOOL ADMINISTRATORS
295	SECONDARY SCHOOL TEACHERS
296	SECRETARIES
187	SECRETARIES, LEGAL
208	SECRETARIES, MEDICAL
150	SERVICE STATION ATTENDANTS
179	SETTERS, DIE
179	SETTERS, JOB
297	SEWERS
298	SHEET METAL WORKERS
299	SHERIFFS
300	SHIPFITTERS
225	SHIP OFFICERS
225	SHIP PILOTS
225	SHIP PURSERS
133	SHIPPERS, FARM PRODUCTS
301	SHIPPING CLERKS
302	SHOEMAKING MACHINE OPERATORS
303	SHOE REPAIRERS
304	SIGN LETTERERS
304	SIGN PAINTERS
178	SILVERSMITHS
348	SOCIAL SERVICE AIDES
71	SOCIAL WELFARE CLERICAL ASSISTANTS
305	SOCIAL WORKERS
35	SOCIETIES, OFFICIALS OF
307	SOLDERERS
155	SORTERS - MANUFACTURING
20	SPACE SCIENTISTS
239	SPECIALISTS, LABOR RELATIONS
239	SPECIALISTS, PERSONNEL
264	SPECIALISTS, PUBLIC RELATIONS
308	SPINNERS - TEXTILE
101	STARTERS, VEHICLE
310	STATIONARY ENGINEERS
311	STATISTICAL CLERKS
203	STATISTICIANS
317	STEEL WORKERS, STRUCTURAL
312	STENOGRAPHERS
7	STEREOTYPERS
193	STEVEDORES
297	STITCHERS
314	STOCK CLERKS
315	STOCK HANDLERS
313	STOCK SALES AGENTS
309	STOKERS, FURNACE (EXCEPT METAL)
316	STONE CARVERS
316	STONE CUTTERS
46	STONEMASONS
317	STRUCTURAL STEEL WORKERS
200	SUPERINTENDENTS, BUILDING
254	SUPERINTENDENTS, MAIL
261	SUPERINTENDENTS, PRODUCTION
72	SUPERVISORS, CLERICAL
134	SUPERVISORS, FARM LABOR
245	SURGEONS
69	SURGICAL TECHNICIANS
319	SURVEYORS
318	SURVEYORS' HELPERS (CHAIN, ROD, AX)
274	SWITCH OPERATORS, RAILROAD
228	SYSTEMS ANALYSTS
228	SYSTEMS RESEARCHERS
320	TABULATING MACHINE OPERATORS
321	TAILORS
322	TAXI DRIVERS
2	TEACHERS, ADULT EDUCATION
323	TEACHERS' AIDES
117	TEACHERS, ELEMENTARY SCHOOLS
256	TEACHERS, KINDERGARTEN
256	TEACHERS, PREKINDERGARTEN
295	TEACHERS, SECONDARY SCHOOL
324	TEAMSTERS, LOGGING
5	TECHNICIANS, AGRICULTURAL
5	TECHNICIANS, BIOLOGICAL
62	TECHNICIANS, CHEMICAL
95	TECHNICIANS, DENTAL LABORATORY
69	TECHNICIANS, EEG

69 TECHNICIANS, EKG
115 TECHNICIANS, ELECTRICAL ENGINEERING
115 TECHNICIANS, ELECTRONIC ENGINEERING
73 TECHNICIANS, MEDICAL LABORATORY
267 TECHNICIANS, RADIOLOGICAL
69 TECHNICIANS, SURGICAL
73 TECHNOLOGISTS, MEDICAL LABORATORY
267 TECHNOLOGISTS, RADIOLOGICAL
325 TELEGRAPH MESSENGERS
325 TELEGRAPH OPERATORS
326 TELEPHONE INSTALLERS
327 TELEPHONE LINE INSTALLERS
327 TELEPHONE LINE REPAIRERS
328 TELEPHONE OPERATORS
326 TELEPHONE REPAIRERS
269 TELEVISION ANNOUNCERS
270 TELEVISION REPAIRERS
29 TELLERS
163 TEMPERERS, HEAT
87 TENDERS, BRIDGE
53 TENDERS, CARD
309 TENDERS, FURNACE (EXCEPT METAL)
121 TEXTILE ENGINEERS
330 THERAPISTS
331 TICKET AGENTS
339 TICKET TAKERS
332 TILESETTERS
195 TIMBERCUTTING WORKERS
238 TIMEKEEPING CLERKS
333 TOOL MAKERS
182 TOPPERS - TEXTILE
138 TRAPPERS
76 TREASURERS - LOCAL PUBLIC ADMINISTRATION
335 TRUCK DRIVERS
145 TRUCK OPERATORS, INDUSTRIAL
19 TUNERS, ELECTRIC ORGAN
19 TUNERS, PIANO
183 TURNING MACHINE OPERATORS
308 TWISTERS - TEXTILE
75 TYPESETTERS
336 TYPISTS
176 UNDERWRITERS, INSURANCE
35 UNIONS, OFFICIALS OF
109 UNIVERSITY INSTRUCTORS
337 UPHOLSTERERS
338 URBAN PLANNERS
339 USHERS
212 UTILITY METER READERS
340 VEHICLE CLEANERS
340 VEHICLE WASHERS
221 VENDORS, NEWSPAPER
341 VETERINARIANS
342 VOCATIONAL COUNSELORS
343 WAITERS
343 WAITRESSES
344 WAREHOUSE LABORERS
340 WASHERS, VEHICLE
178 WATCHMAKERS
345 WEAVERS
346 WEIGHERS
347 WELDERS
308 WINDERS - TEXTILE
16 WORKERS, ASBESTOS
44 WORKERS, BOTTLING
44 WORKERS, CANNERY
65 WORKERS, CHILD CARE
66 WORKERS, CHILD CARE (PRIVATE)
16 WORKERS, INSULATION
195 WORKERS, LOGGING
243 WORKERS, PHOTOGRAPHIC PROCESS
21 WORKERS, RELIGIOUS (EXCEPT CLERGY)
231 WRAPPERS (EXCEPT MEAT/PRODUCE)
205 WRAPPERS, MEAT
264 WRITERS, PUBLICITY

APPENDIX F

LOCATION

SOMETIMES A CERTAIN COUNTY OR A CERTAIN DISTRICT WILL OFFER FINANCIAL AID TO STUDENTS LIVING THERE. IF YOU ARE INTERESTED IN THESE SOURCES, SELECT THE DISTRICT AND/OR COUNTY IN WHICH YOU LIVE:

2 District 1 Counties:
3 Colbert
4 Cullman
5 DeKalb
6 Franklin
7 Jackson
8 Lauderdale
9 Lawrence
10 Limestone
11 Madison
12 Marion
13 Marshall
14 Morgan
15 Winston

16 District 2 Counties:
17 Bibb
18 Fayette
19 Greene
20 Hale
21 Lamar
22 Pickens
23 Tuscaloosa

24 District 3 Counties:
25 Blount
26 Chilton
27 Jefferson
28 St. Clair
29 Shelby
30 Walker

31 District 4 Counties:
32 Calhoun
33 Chambers
34 Cherokee
35 Clay
36 Cleburne
37 Coosa
38 Etowah
39 Randolph
40 Talladega
41 Tallapoosa

42 District 5 Counties:
43 Autauga
44 Bullock
45 Butler
46 Crenshaw
47 Elmore
48 Lee
49 Lowndes
50 Macon
51 Montgomery
52 Pike
53 Russell

54 District 6 Counties:
55 Choctaw
56 Clarke
57 Conecuh
58 Dallas
59 Marengo
60 Monroe
61 Perry
62 Sumter
63 Washington
64 Wilcox

65 District 7 Counties:
66 Barbour
67 Coffee
68 Covington
69 Dale
70 Geneva
71 Henry
72 Houston

73 District 8 Counties:
74 Baldwin
75 Escambia
76 Mobile

TYPE OF INSTITUTION

WHAT TYPE OF INSTITUTION DO YOU PLAN TO ATTEND?

80 Public 4-Year College/University
81 Private 4-Year College/University
82 Public 2-Year College
83 Private 2-Year College
84 Public Technical College/Institute/School
85 Private Technical College/Institute/School
87 Area Skill Center
88 Hospital

TYPE OF AID

IF YOU KNOW WHAT TYPE FINANCIAL AID YOU NEED, PLEASE SELECT FROM BELOW:

100 Scholarship
101 Loan
102 Grant
103 Assistantship
104 Stipend
105 Cooperative Work Study Program
106 Work Study Program
107 Fellowship
108 Graduate Assistance

RELIGIOUS AFFILIATIONS

DO YOU OR YOUR PARENTS BELONG TO ANY OF THE FOLLOWING RELIGIOUS GROUPS?

110 Baptist
122 Methodist
127 Seventh-Day Adventist

SPECIAL NEEDS

DO YOU QUALIFY FOR THESE SPECIAL NEEDS?

160 Head of Family is Blind
161 Financial Need

CONTESTS, COMPETITIONS AND EXAMINATIONS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO HAVE TALENT, SKILL OR INTEREST IN A PARTICULAR AREA. PARTICIPATION IN A CONTEST OR EXAMINATION IS SOMETIMES REQUIRED. PLEASE SELECT ANY THAT PERTAIN TO YOU:

184 Academic Ability and Achievement
211 Baseball
212 Basketball
186 Beauty and Talent
185 Bowling
187 Citizenship Awards
190 English
213 Football
191 French
218 Golf
217 Leadership Ability
200 Math
199 Music
205 Science
214 Swimming
215 Tennis
216 Track

STUDENT ORGANIZATIONS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE A MEMBER (PAST OR PRESENT) OF A PARTICULAR ORGANIZATION. PLEASE SELECT ANY THAT PERTAIN TO YOU:

245 Boy Scouts
264 Forensic
265 Rho Nu Tau (Alpha Chapter)
263 Rodeo Club

CAREER PLANS AND MAJOR FIELDS OF STUDY

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE ENROLLED, PLANNING TO ENROLL, OR HAVE AN INTEREST IN A PARTICULAR FIELD OF STUDY. HOWEVER, YOU MAY CODE 500 IF YOU WISH SOURCES OF FINANCIAL AID WHICH DO NOT REQUIRE A MAJOR FIELD OF STUDY FOR YOU TO BE ELIGIBLE. PLEASE SELECT ANY THAT PERTAIN TO YOU:

380 Accounting
301 Advertising
395 Aerospace Engineering
302 Agriculture
399 Agricultural Engineering
303 Architecture

CAREER PLANS AND MAJOR FIELDS OF STUDY
(Continued)

304 Art
379 Arts and Sciences
381 Ballet
385 Building Technology
309 Business, Business Education or Business Administration
373 Chemistry
390 Chemical Engineering
394 Civil Engineering
311 Church Vocations
403 Computer and Informational Sciences
313 Cytotechnology
315 Data Processing
316 Dentistry and Related Occupations
382 Drama
319 Education
393 Electrical Engineering
402 Electromechanical Engineering
321 Engineering
384 English
323 Fine Arts
325 Food Engineering Services
326 Food Services Administration
327 Forestry
329 Geology and/or Mineralogy
376 Histology
383 History
332 Home Economics
333 Home Furnishings
409 Horticulture
406 Hospital and Health Administration
405 Industrial Arts Education
335 Industrial Design
392 Industrial Engineering
337 Journalism
377 Law
338 Law Enforcement
339 Liberal Arts
378 Library Science
340 Marketing
388 Math and Sciences
341 Mechanical Engineer
342 Medical Assistant
343 Medical Technology
396 Metallurgical Engineering
344 Meteorology
398 Mineral Engineering
397 Mining Engineering
346 Ministry
347 Music
349 Nursing
350 Occupational Therapy
400 Petroleum Engineering
352 Pharmacy
374 Physics

CAREER PLANS AND MAJOR FIELDS OF STUDY
(Continued)

354 Physical Education
387 Physical Science
355 Physical Therapy
408 Political Science
356 Pre-Med
375 Psychology
359 Religion
361 Science
407 Secretarial Administration
362 Social Science
363 Social Work
364 Special Education
391 Structural Engineering
366 Teaching
367 Telecommunications
386 Textiles
401 Textile Engineering
404 Trade and Industrial Education
372 Transportation and Air Traffic Control
389 Veterinary Medicine

500 Unspecified Major

PARENTS, EMPLOYEE OF:

ARE YOU OR YOUR PARENTS EMPLOYED BY ANY OF THESE BUSINESSES OR INSTITUTIONS?

556 Alatex Corporation
564 Anderson Clayton
572 Baptist Church (Minister)
565 Beneficial Finance
570 Church (Minister)
566 Commercial Credit Company
559 Ebsco
560 Hart-Greer
561 H. K. Porter, Inc.
567 Jack's Food System, Inc.
563 Jesuit College or University
551 McMillan Bloedel
571 Methodist Church (Minister)
557 Opp-Micolas Mills
555 School (Teacher)
552 Scott Paper Company
562 Spring Hill College
558 Stauffer Chemical Company
568 Stockham Valves and Fittings, Inc.
569 Tractor and Equipment Company, Inc.
553 Tuskegee Institute
554 Winn-Dixie

PARENTS' MILITARY EXPERIENCE

THESE FINANCIAL AID SOURCES ARE AWARDED BASED ON PARENTS' MILITARY EXPERIENCE. PLEASE SELECT ANY THAT PERTAIN TO YOU:

600 Veteran of WWI, WWII, Korean Conflict, Vietnam War
601 Survivor of Attack on Pearl Harbor
602 Descendant of a Confederate Veteran

TECHNICAL COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED TECHNICAL COLLEGE:

725 Alabama Aviation and Technical College
726 Alabama Technical College
727 Atmore State Technical Institute
728 Harry M. Ayers State Technical College
729 Bessemer State Technical College
731 Carver State Technical Trade School
732 J. F. Drake State Technical College
748 C. A. Fredd State Technical College (Formerly Tuscaloosa State Tech. Coll.)
733 Gadsden State Technical Institute
734 Richard M. Hobson State Technical College
736 Douglas MacArthur State Technical College
737 Muscle Shoals Technical Institute
738 Northwest Alabama State Technical College
739 N. F. Nunnelley State Technical College
740 Opelika State Technical College
741 John M. Patterson State Technical College
743 Ed F. Reid State Technical College
744 Shelton State Technical College
745 Southwest State Technical College
747 Councill Trenholm State Technical College
749 Walker State Technical College
752 George C. Wallace State Technical Community College (Hanceville)

STATE TWO-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED STATE TWO-YEAR COLLEGE:

759 Alexander City State Junior College
760 Athens State College
761 S. D. Bishop State Junior College
762 Brewer State Junior College
763 John C. Calhoun State Community College
764 Chattahoochee Valley State Junior College
765 Jefferson Davis State Junior College

STATE TWO-YEAR COLLEGES
(Continued)

766 Enterprise State Junior College
767 James H. Faulkner State Junior College
768 Gadsden State Junior College
769 Lawson State Community College
770 Patrick Henry State Junior College
771 Jefferson State Junior College
772 Northeast Alabama State Junior College
773 Northwest Alabama State Junior College
774 Snead State Junior College
775 Southern Union State Junior College
776 George C. Wallace State Community College (Dothan)
777 George C. Wallace State Community College (Selma)
778 Lurleen B. Wallace State Junior College

PRIVATE TWO-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED PRIVATE TWO-YEAR COLLEGE:

780 Alabama Christian College
781 Alabama Institute of Business
782 Alabama Lutheran College
784 Gadsden Business College
785 Lomax-Hannon Junior College
786 Marion Institute
787 Southern Business College
788 Southern Vocational College
789 Twentieth Century College
791 Walker College
792 Selma University

PUBLIC FOUR-YEAR COLLEGES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED PUBLIC FOUR-YEAR COLLEGE:

850 Alabama A & M University
851 Alabama State University
852 Auburn University
853 Auburn University at Montgomery
854 Jacksonville State University
855 Livingston University
856 Troy State University
858 Troy State University at Montgomery
859 The University of Alabama
860 The University of Alabama at Birmingham

PUBLIC FOUR-YEAR COLLEGES

861 The University of Alabama at Huntsville
862 The University of Montevallo
863 The University of North Alabama
864 The University of South Alabama

PRIVATE FOUR-YEAR COLLEGES/UNIVERSITIES

SELECT ONE OF THE FOLLOWING IF YOU WISH FINANCIAL AID SOURCES AVAILABLE AT A SPECIFIED PRIVATE FOUR-YEAR COLLEGE/ UNIVERSITY:

875 Alabama Christian School of Religion
876 Birmingham Southern College
877 Daniel Payne College
879 Huntingdon College
880 International Bible College
881 Judson College
882 Miles College
883 Mobile College
884 Oakwood College
885 Southern Benedictine College
886 Samford University
888 Southeastern Bible College
889 Spring Hill College
890 Stillman College
891 Talladega College
892 Tuskegee Institute

UNSPECIFIED INSTITUTIONS

IF YOU WISH FINANCIAL AID SOURCES WHICH DO NOT REQUIRE YOU TO ATTEND A SPECIFIC INSTITUTION, PLEASE CODE THE FOLLOWING:

900 Unspecified Institution

A GRADUATE OF ONE OF THE FOLLOWING HIGH SCHOOLS

THESE FINANCIAL AID SOURCES REQUIRE ONE TO BE A GRADUATE OF A SPECIFIED HIGH SCHOOL. PLEASE SELECT ANY THAT PERTAIN TO YOU:

933 Carbon Hill High School (Walker Co.)
926 Central High School (Russell Co.)
925 Cordova High School (Walker Co.)
927 Glenwood High School (Russell Co.)
931 Jacksonville High School (Calhoun Co.)
934 McAdory High School (Jefferson Co.)
929 Monroe County High School (Monroe Co.)
932 Murphy High School (Mobile Co.)
935 Section High School (Jackson Co.)
936 Shades Valley Annex - Resource Learning Center (Jefferson Co.)
928 Thomasville High School (Clarke Co.)
930 Woodlawn High School (Jefferson Co.)

APPENDIX G

INTRODUCTION TO

THE CAREER RESOURCE FILE

The Career Resource File is a collection of items to be used by a counselor, teacher, business organization, etc., to enhance career selection/exploration classes or meetings. The file includes films, written materials and other information sources such as transparencies and records. Some of the items are free, while others are on a loan or a fee basis. A portion of the items contain information on specific occupations, while others contain information about entire industries and guidance and career awareness information.

The Career Resource information can only be accessed by a structured search using the standard instructions explained on pages of this manual. The codes to be used for the structured search are on the pages immediately following this introduction. The following is an example of what a typical user might choose: 342 , Foresters; 204 , High School (Grades 10-12); 304, Filmstrip; and 301, Other On Fee Basis. The end product of the search would be a list of filmstrips about Forestry recommended for high school students and available from source on fee basis.

I INDUSTRY

SELECT FROM THE FOLLOWING IF YOU WISH CAREER RESOURCE MATERIAL PERTAINING TO A PARTICULAR INDUSTRY:

AOIS ACCESS CODE	
1	Agriculture, Forestry & Fishing
2	Mining
3	Construction
4	Manufacturing
5	Transportation, Communications & Utilities
6	Wholesale Trade
7	Retail Trade
8	Finance, Insurance & Real Estate
9	Services
10	Public Administration (Government)

II OCCUPATIONS

SELECT FROM THE FOLLOWING IF YOU WISH CAREER RESOURCE MATERIAL PERTAINING TO A PARTICULAR OCCUPATION:

20	AGRIBUSINESS & NATURAL RESOURCES OCCUPATIONS
21	Agricultural Production - Crops

AOIS ACCESS CODE	
22	Agricultural Production - Livestock
23	Agricultural Services
30	INDUSTRIAL PRODUCTION & RELATED OCCUPATIONS
31	Foundry Occupations
32	Patternmakers
33	Molders
34	Coremakers
35	Machining Occupations
36	All-round Machinists
37	Instrument Makers (Mechanical)
38	Machine Tool Operators
39	Set-Up Workers (Machine Tools)
40	Tool & Die Makers
41	Printing Occupations
42	Bookbinders & Related Workers
43	Composing Room Occupations
44	Electrotypers & Stereotypers
45	Lithographic Occupations
46	Photoengravers
47	Printing Press Operators & Assistants
48	Other Industrial Production & Related Occupations
49	Assemblers
50	Automobile Painters
51	Blacksmiths
52	Blue-Collar Worker Supervisors
53	Boilermaking Occupations
54	Boiler Tenders
55	Electroplaters
56	Forge Shop Occupations
57	Furniture Upholsterers
58	Inspectors (Manufacturing)
59	Millwrights
60	Motion Picture Projectionists
61	Ophthalmic Laboratory Technicians
62	Photographic Laboratory Occupations
63	Power Truck Operators
64	Production Painters
65	Stationary Engineers
66	Textiles
67	Waste Water Treatment Plant Operators
68	Welders
70	OFFICE OCCUPATIONS
71	Clerical Occupations
72	Bookkeeping Workers
73	Cashiers
74	Collection Workers
75	File Clerks
76	Hotel Front Office Clerks
77	Office Machine Operators
78	Postal Clerks

AOIS ACCESS CODE	
79	Receptionists
80	Secretaries & Stenographers
81	Shipping & Receiving Clerks
82	Statistical Clerks
83	Stock Clerks
84	Typists
85	Computer & Related Occupations
86	Computer Operating Personnel
87	Programmers
88	Systems Analysts
89	Banking Occupations
90	Bank Clerks
91	Bank Officers
92	Bank Tellers
93	Insurance Occupations
94	Actuaries
95	Claim Representatives
96	Underwriters
97	Administrative & Related Occupations
98	Accountants
99	Advertising Workers
100	Buyers
101	City Managers
102	College Student Personnel Workers
103	Credit Managers
104	Hotel Managers & Assistants
105	Industrial Traffic Managers
106	Lawyers
107	Marketing Research Workers
108	Personnel & Labor Relations Workers
109	Public Relations Workers
110	Purchasing Agents
111	Urban Planners
120	SERVICE OCCUPATIONS
121	Cleaning & Related Occupations
122	Building Custodians
123	Hotel Housekeepers & Assistants
124	Pest Controllers
125	Food Service Occupations
126	Bartenders
127	Cooks & Chefs
128	Dining Room Attendants & Dishwashers
129	Food Counter Workers
130	Meatcutters
131	Waiters & Waitresses
132	Personal Service Occupations
133	Barbers
134	Bellhops & Bell Captains
135	Cosmetologists
136	Funeral Directors & Embalmers

AOIS ACCESS CODE	
137	Private Household Service Occupations
138	Private Household Workers
139	Protective & Related Service Occupations
140	FBI Special Agents
141	Firefighters
142	Guards
143	Police Officers
144	State Police Officers
145	Construction Inspectors (Government)
146	Health & Regulatory Inspectors (Government)
147	Occupational Safety & Health Workers
148	Other Service Occupations
149	Mail Carriers
150	Telephone Operators
160	EDUCATION & RELATED OCCUPATIONS
161	Teaching Occupations
162	Kindergarten & Elementary School Teachers
163	Secondary School Teachers
164	College & University Teachers
165	Library Occupations
166	Librarians
167	Library Technicians & Assistants
170	SALES OCCUPATIONS
171	Automobile Parts Counter Workers
172	Automobile Salesworkers
173	Automobile Service Advisors
174	Gasoline Service Station Attendants
175	Insurance Agents & Brokers
176	Manufacturers' Salesworkers
177	Models
178	Real Estate Salesworkers & Brokers
179	Retail Trade Salesworkers
180	Route Drivers
181	Securities Salesworkers
182	Wholesale Trade Salesworkers
210	CONSTRUCTION OCCUPATIONS
211	Asbestos & Insulation Workers
212	Bricklayers & Stonemasons
213	Carpenters
214	Cement Masons (Cement & Concrete Finishers)
215	Construction Laborers
216	Drywall Installers & Finishers
217	Electricians (Construction)
218	Elevator Constructors
219	Floor Covering Installers
220	Glaziers
221	Lathers
222	Marble Setters, Tile Setters & Terrazzo Workers
223	Operating Engineers (Construction Machinery Operators)

AOIS ACCESS CODE	
224	Painters & Paperhangers
225	Plasterers
226	Plumbers & Pipefitters
227	Roofers
228	Sheet-Metal Workers
229	Structural, Ornamental & Reinforcing Iron Workers; Riggers; & Machine Movers
240	OCCUPATIONS IN TRANSPORTATION ACTIVITIES
241	Air Transportation Occupations
242	Air Traffic Controllers
243	Airplane Mechanics
244	Airplane Pilots
245	Flight Attendants
246	Reservation, Ticket and Passenger Agents
247	Merchant Marine Occupations
248	Merchant Marine Officers
249	Merchant Marine Sailors
250	Railroad Occupations
251	Brake Operators
252	Conductors
253	Locomotive Engineers
254	Shop Trades
255	Signal Department Workers
256	Station Agents
257	Telegraphers, Telephoners and Tower Operators
258	Track Workers
259	Driving Occupations
260	Intercity Busdrivers
261	Local Transit Busdrivers
262	Local Truckdrivers
263	Long Distance Truckdrivers
264	Parking Attendants
265	Taxicab Drivers
340	SCIENTIFIC & TECHNICAL OCCUPATIONS
341	Conservation Occupations
342	Foresters
343	Forestry Technicians
344	Range Managers
345	Soil Conservationists
346	Engineers
347	Aerospace
348	Agricultural
349	Biomedical
350	Ceramic
351	Chemical
352	Civil
353	Electrical
354	Industrial
355	Mechanical

AOIS ACCESS CODE	
356	Metallurgical
357	Mining
358	Petroleum
359	Environmental Scientists
360	Geologists
361	Geophysicists
362	Meteorologists
363	Oceanographers
364	Life Science Occupations
365	Biochemists
366	Life Scientists
367	Soil Scientists
368	Mathematics Occupations
369	Mathematicians
370	Statisticians
371	Physical Scientists
372	Astronomers
373	Chemists
374	Food Scientists
375	Physicists
376	Other Scientific & Technical Occupations
377	Broadcast Technicians
378	Drafters
379	Engineering & Science Technicians
380	Surveyors
410	MECHANICS & REPAIRERS
411	Telephone Craft Occupations
412	Central Office Craft Occupations
413	Central Office Equipment Installers
414	Line Installers & Cable Splicers
415	Telephone & PBX Installers & Repairers
416	Other Mechanics & Repairers
417	Air Conditioning, Refrigeration & Heating Mechanics
418	Appliance Repairers
419	Automobile Body Repairers
420	Automobile Mechanics
421	Boat-Motor Mechanics
422	Bowling-Pin-Machine Mechanics
423	Business Machine Repairers
424	Computer Service Technicians
425	Diesel Mechanics
426	Electric Sign Repairers
427	Farm Equipment Mechanics
428	Industrial Machinery Repairers
429	Instrument Repairers
430	Jewelers
431	Locksmiths
432	Maintenance Electricians
433	Motorcycle Mechanics
434	Piano & Organ Tuners & Repairers
435	Shoe Repairers

AOIS ACCESS CODE	
436	Television & Radio Service Technicians
437	Truck Mechanics & Bus Mechanics
438	Vending Machine Mechanics
439	Watch Repairers
450	HEALTH OCCUPATIONS
451	Dental Occupations
452	Dentists
453	Dental Assistants
454	Dental Hygienists
455	Dental Laboratory Technicians
456	Medical Practitioners
457	Chiropractors
458	Optometrists
459	Osteopathic Physicians
460	Physicians
461	Podiatrists
462	Veterinarians
463	Medical Technologist, Technician & Assistant Occupations
464	Electrocardiograph Technicians
465	Electroencephalographic Technicians
466	Medical Assistants
467	Medical Laboratory Workers
468	Medical Record Technicians & Clerks
469	Operating Room Technicians
470	Optometric Assistants
471	Radiologic (X-Ray) Technologists
472	Respiratory Therapy Workers
473	Nursing Occupations
474	Registered Nurses
475	Licensed Practical Nurses
476	Nursing Aides, Orderlies & Attendants
477	Therapy & Rehabilitation Occupations
478	Occupational Therapists
479	Occupational Therapy Assistants
480	Physical Therapists
481	Physical Therapist Assistants & Aides
482	Speech Pathologists & Audiologists
483	Other Health Occupations
484	Dieticians
485	Dispensing Opticians
486	Health Services Administrators
487	Medical Record Administrators
488	Pharmacists
510	SOCIAL SCIENTISTS
511	Anthropologists
512	Economists
513	Geographers
514	Historians
515	Political Scientists
516	Psychologists
517	Sociologists

AOIS ACCESS CODE	
520	SOCIAL SERVICE OCCUPATIONS
521	Counseling Occupations
522	School Counselors
523	Employment Counselors
524	Rehabilitation Counselors
525	College Career Planning & Placement Counselors
526	Clergy
527	Protestant Ministers
528	Rabbis
529	Roman Catholic Priests
530	Other Social Service Occupations
531	Cooperative Extension Service Workers
532	Home Economists
533	Recreation Workers
534	Social Service Aides
535	Social Workers
540	ART, DESIGN & COMMUNICATIONS-RELATED OCCUPATIONS
541	Performing Artists
542	Actors & Actresses
543	Athletes
544	Dancers
545	Musicians
546	Singers
547	Design Occupations
548	Architects
549	Commercial Artists
550	Display Workers
551	Floral Designers
552	Industrial Designers
553	Interior Designers
554	Landscape Architects
555	Photographers
556	Communications-Related Occupations
557	Interpreters
558	Newspaper Reporters
559	Radio & Television Announcers
560	Technical Writers

III CAREER EDUCATION AND GUIDANCE

IF YOU DO NOT NEED A RESOURCE PERTAINING TO A PARTICULAR INDUSTRY OR OCCUPATION, CONSIDER THE FOLLOWING GENERAL CATEGORIES:

190	Vocational Guidance
191	Career Awareness
192	Analyses & Theories
193	Job Search Preparation
194	Educational Guidance

IV GRADE LEVEL

TO WHAT GRADE LEVEL WOULD YOU LIKE THE MATERIAL TO APPLY?

AOIS ACCESS CODE	
200	Pre-elementary
201	Primary Elementary (Grades 1-3)
202	Intermediate Elementary (Grades 4-6)
203	Junior High School (Grades 7-9)
204	High School (Grades 10-12)
205	Adult

V MEDIA & CHARACTERISTICS

IN WHAT MEDIA & WITH WHAT CHARACTERISTICS WOULD YOU LIKE THE INFORMATION PRESENTED?

300	Book
301	Report (Paper)
302	Journal or Periodical
303	Film
304	Filmstrip
305	Slides
306	Multi-Media Kits
307	Videotape
308	Booklet
309	Employer/Industry Visit
320	Black & White
321	Color
322	16mm
323	8mm
324	With Sound
325	Without Sound
326	Less Than 15 Minutes
327	15-30 Minutes
328	30-45 Minutes
329	45-60 Minutes
330	Other (Audiotape, Records, Transparencies, Etc.)

VI LOCATION

WOULD YOU LIKE THE MATERIAL TO BE PROVIDED BY AOIS, BY A SOURCE OTHER THAN AOIS AT NO CHARGE, OR A SOURCE OTHER THAN AOIS ON A FEE BASIS?

399	Location
400	AOIS
500	Other - No Charge
501	Other - On Fee Basis

APPENDIX H

NAME OF FIRM: _____

ADDRESS: _____

_____

PHONE: _____

SIC CODE (IF KNOWN): _____ TYPE OF BUSINESS: _____

HOW OLD IS YOUR BUSINESS/INDUSTRY? _____

WOULD SOMEONE FROM YOUR ORGANIZATION BE AVAILABLE TO GO INTO THE SCHOOLS AND TALK TO STUDENTS? ☐ YES ☐ NO

IF YES, WOULD TRAVEL EXPENSES BE EXPECTED? ☐ YES ☐ NO

WOULD YOU PERMIT FIELD TRIPS TO YOUR SITE? ☐ YES ☐ NO

WHAT AREA ARE YOU WILLING TO SERVE? ☐ COMMUNITY ☐ COUNTY ☐ STATE

WHAT AGE GROUP WOULD YOU PREFER? ☐ PRESCHOOL ☐ ELEMENTARY ☐ JR. HIGH ☐ SR. HIGH

WHAT SIZE GROUP WOULD YOU PREFER? ☐ INDIVIDUALS ☐ 5-10 ☐ 10-25 ☐ OVER 25

HOW MUCH TIME WOULD YOU BE WILLING TO GIVE? ☐ ONCE A WEEK ☐ ____ HOURS
☐ EVERY DAY FOR A PERIOD OF WEEKS
☐ OCCASIONAL
☐ OTHER - PLEASE SPECIFY: _____

WHICH DAYS OF THE WEEK WOULD YOU PREFER? ☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

WHAT TIME OF THE DAY DO YOU PREFER? ☐ MORNING ☐ AFTERNOON ☐ NIGHT

WHICH OCCUPATIONS IN YOUR ORGANIZATION WOULD YOU BE WILLING TO TALK TO STUDENTS ABOUT? _____

DO YOU HAVE ANY PUBLICATIONS OR PRODUCTS TO SHARE WITH INTERESTED STUDENTS?
☐ YES ☐ NO

IF YES, PLEASE SPECIFY: _____

ON WHAT TOPICS WOULD YOU BE WILLING TO LECTURE? _____

_____

WHAT IS THE NAME OF THE PERSON TO CONTACT:
FOR VISITING SCHOOLS: _____
FOR CONDUCTING TOURS/FIELD TRIPS: _____

DATE: _____

SIGNED: _____

POSITION: _____

APPENDIX I

STATE OCCUPATIONAL TRAINING PROGRAMS

THE FOLLOWING IS A LIST OF PROGRAMS OF STUDY AVAILABLE AT INSTITUTIONS IN THE STATE. PLEASE SELECT ANY THAT INTEREST YOU.

EITHER DO AN INDEPENDENT SEARCH FOR EACH PROGRAM OR USE AN EITHER/OR COMMAND.

1 Accessories, Apparel
2 Accountants
3 Administration, Business
4 Aeronautical Drafting
5 Agent, Real Estate
6 Aide, Community Health
7 Aide, Home Health
8 Aide, Nurse
9 Aide, Occupational Therapy
10 Aide, Physical Therapy
11 Air Cooling Equipment, Installation
11 Air Cooling Equipment, Operation
11 Air Cooling Equipment, Testing
11 Air Cooling Equipment, Troubleshooting
12 Aircraft Electrical Systems
13 Aircraft Engine Inspection
13 Aircraft Engine Maintenance
12 Aircraft Ignition Systems
15 Airframe
16 Airline Transport Pilot Training
17 Analysts, Data-Methods
17 Analysts, Systems-Procedures
19 Anesthesia, Nurse
1 Apparel
20 Appliance Repair, Electrical
21 Appliance Repair, Gas
22 Arc Welding
23 Architectural Drafting
24 Art Composition
24 Art Makeup
26 Assembly, Electronic Equipment
27 Automobile Body Repair
28 Automobile Mechanics
29 Automobile Upholstery
30 Automotive Parts Technology

31 Baking, Retail
32 Barbering
33 Basic Ed., Pre-Vocational
34 Biomedical Equipment Technician
35 Blueprint Reading
36 Bookkeepers
37 Brake Mechanics
38 Bricklaying
3 Business Administration
39 Building Construction
40 Business Management
41 Butt Welding

42 Cabinetmaking
43 Carpentry
44 Cashiers
45 Cement Masonry
46 Chef
47 Chemical Technician
48 Child Care Center Assistant
49 Child Development
50 Civil Drafting
51 Clerks, File
52 Clerks, General Office
53 Clerks, Insurance
54 Clerk-Typists
55 Clerks, Ward
56 Clothing
57 Combination Welding
58 Commercial Pilot Training
6 Community Health Aide
24 Composition, Art
59 Comprehensive Home Economics
59 Comprehensive Homemaking
61 Computer Operation
62 Concrete Finishing
61 Console Operation, Computer
39 Construction, Building
46 Cook
64 Cosmetology
65 Cosmetology Student Instructor
66 Court Reporter
67 Cutter, Meat

68 Dairy Farming
17 Data-Methods Analysts
69 Data Typing
70 Decorating, Interior
71 Dental Assisting
72 Designing, Sanitation Systems
73 Developing, Photographic
74 Dictaphone Secretary
75 Die Making
76 Diesel Mechanic
77 Dietetic Technician
4 Drafting, Aeronautical
23 Drafting, Architectural
50 Drafting, Civil
78 Drafting, Electrical
78 Drafting, Electronic
80 Drafting, Geological
81 Drafting, Landscape
82 Drafting, Mechanical
83 Dressmaking
84 Drycleaning

85 Education, Trade & Industrial
20 Electrical Appliance Repair
78 Electrical Drafting
12 Electrical Systems, Aircraft
86 Electricity
87 Electricity, Industrial
88 Electroencephalograph Technician
78 Electronic Drafting
26 Electronic Equipment Assembly
89 Electronic Inspection
90 Electronic Repair
91 Electronic Technician
89 Electronic Testing
13 Engine Inspection, Aircraft

13 Engine Maintenance, Aircraft
93 Engine Repair, Small
94 Environmental Health Assistant
25 Equipment Assembly, Electronic
95 Equipment Repair, Heavy
96 Equipment Sales Management, Home Constr.
34 Equipment Technician, Biomedical
97 Executive Secretary

98 Family Health
99 Farm Business Management
100 Farm Equipment Mechanics
68 Farming, Dairy
101 Farming, Fruit
102 Farming, Grain
103 Farming, Vegetable
104 Fashion Modeling
51 File Clerks
62 Finishing, Concrete
105 Flight Instructor Training
106 Floristry
107 Foods
108 Food Service Supervision
109 Food Service Work
110 Forest Production
111 Front-End Mechanics
101 Fruit Farming
112 Furniture Upholstery

113 G.E.D. Instruction
21 Gas Appliance Repair
52 General Office Clerks
80 Geological Drafting
102 Grain Farming
114 Greenhouse Management
114 Greenhouse Operation

6 Health Aide, Community
7 Health Aide, Home
94 Health Assistant, Environmental
98 Health, Family
116 Health Technician, Mental
117 Health Technician, Radiological
118 Heating Equipment, Installation
118 Heating Equipment, Operation
118 Heating Equipment, Testing
118 Heating Equipment, Troubleshooting
95 Heavy Equipment Repair
122 Histology
96 Home Construction Supplies & Equipment Sales Management
59 Home Economics, Comprehensive
7 Home Health Aide
59 Homemaking, Comprehensive

12 Ignition Systems, Aircraft
87 Industrial Electricity
123 Industrial Marketing
13 Inspection, Aircraft Engine
89 Inspection, Electronic
11 Installation of Air Cooling Equipment
118 Installation of Heating Equipment
113 Instruction, G.E.D.
65 Instructor, Cosmetology Student
124 Instrument Pilot Training
53 Insurance Clerks
70 Interior Decorating
125 Investigative Services

126 Keypunch Operation

81 Landscape Drafting
127 Landscaping
128 Laundering
129 Legal Secretary
130 Licensed Practical Nursing
131 Lithographic Photography
131 Lithographic Stripping
133 Lithography
134 Livestock Ranching (Cattle, Goats, Sheep, Pigs, Horses)
135 Machine Repair, Office
136 Machine Shop
137 Mail-Handling Machine Operators
137 Mail-Preparing Machine Operators
13 Maintenance, Aircraft Engine
139 Make-Up
24 Makeup, Art
40 Management, Business
96 Management, Equipment Sales
99 Management, Farm Business
114 Management, Greenhouse
140 Management, Retail Sales
141 Manicurist
142 Maritime Occupations
123 Marketing, Industrial
143 Marketing of Special Products
45 Masonry, Cement
67 Meat Cutter
76 Mechanic, Diesel
82 Mechanical Drafting
28 Mechanics, Automobile
37 Mechanics, Brake
111 Mechanics, Front-End
144 Mechanics, Transmission
145 Medical Assistant
146 Medical Emergency Technician
147 Medical Laboratory Assisting
148 Medical Records Technician
149 Medical Secretary
150 Medical Technologist
116 Mental Health Technician
151 Metal Patternmaking
152 Metal, Sheet
153 Mining
104 Modeling, Fashion

154 Multi-Engine Pilot Training

3 Nurse Aide
19 Nurse Anesthesia
155 Nursing (Associate Degree)
156 Nursing-Diploma, RN Program (3 Years)
157 Nursing, Practical (Vocational)
107 Nutrition

9 Occupational Therapy Aide
52 Office Clerks, General
135 Office Machine Repair
11 Operation, Air Cooling Equipment
61 Operation, Console-Computer
114 Operation, Greenhouse
113 Operation, Heating Equipment
126 Operation, Keypunch
159 Operations, Printing Press
160 Opthalmic Dispensing
161 Optometrist Assistant

162 Painting
30 Parts, Automotive Technology
163 Pastoral Education
151 Patternmaking, Metal
73 Photographic Developing
164 Photographic Printing
165 Photographic Restoring
166 Photography
131 Photography, Lithographic
10 Physical Therapy Aide
16 Pilot Training, Airline Transport
58 Pilot Training, Commercial
124 Pilot Training, Instrument
154 Pilot Training, Multi-Engine
167 Pilot Training, Private
168 Pipefitting
169 Platemaking Processes
170 Plumbing
157 Practical (Vocational) Nursing
33 Pre-Vocational Basic Ed.
164 Printing, Photographic
171 Printing Press Maintenance
159 Printing Press Operation
167 Private Pilot Training
169 Processes, Platemaking
110 Production, Forest
143 Production of Special Products
173 Programming

174 Radio Repair
175 Radiologic Technology (X-Ray)
117 Radiological Health Technician
134 Ranching, Livestock (Cattle, Goats, Sheep, Pigs, Horses)
35 Reading, Blueprint
5 Real Estate Agent
176 Receptionists
27 Repair, Automobile Body
177 Repair, Bicycle
20 Repair, Electrical Appliance
90 Repair, Electronic
21 Repair, Gas Appliance
95 Repair, Heavy Equipment
135 Repair, Office Machine
174 Repair, Radio
178 Repair, Shoes
93 Repair, Small Engine
174 Repair, Television
180 Repair, Watch
66 Reporter, Court
181 Respiratory Therapy
31 Retail Baking
140 Retail Sales Management

96 Sales Management, Equipment
141 Sales Management, Retail
72 Sanitation Systems Designing
182 Seam Welding
183 Secretary
74 Secretary, Dictaphone
97 Secretary, Executive
129 Secretary, Legal
149 Secretary, Medical
125 Services, Investigative
152 Sheet Metal
178 Shoe Repair
93 Small Engine Internal Combustion
93 Small Engine Repair
143 Special Products, Marketing
143 Special Products, Production
185 Spot Welding
186 Stenographers
187 Stonemasonry
131 Stripping, Lithographic
65 Student Instructor, Cosmetology
108 Supervision, Food Service
96 Supplies, Home Construction
12 Systems, Aircraft Electrical
12 Systems, Aircraft Ignition
72 Systems Designing, Sanitation
17 Systems-Procedures Analyst

188 Tailoring
34 Technician, Biomedical Equipment
47 Technician, Chemical
77 Technician, Dietetic
88 Technician, Electroencephalograph
91 Technician, Electronic
146 Technician, Medical Emergency
148 Technician, Medical Records
116 Technician, Mental Health
117 Technician, Radiological Health
150 Technologist, Medical
175 Technology, Radiologic (X-Ray)
174 Television Repair

11 Testing of Air Cooling Equipment
89 Testing, Electronic
113 Testing of Heating Equipment
55 Textiles
181 Therapy, Respiratory
75 Tool Making
85 Trade & Industrial Education
144 Transmission Mechanics
11 Troubleshooting of Air Cooling Equipment
113 Troubleshooting of Heating Equipment
191 Truck Driver, Heavy
192 Typecasting
193 Typesetting
69 Typing, Data
194 Typist

29 Upholstery, Automobile
112 Upholstery, Furniture

103 Vegetable Farming

195 Waiter/Waitress
55 Ward Clerks
180 Watchmaking
180 Watch Repair
22 Welding, Arc
41 Welding, Butt
57 Welding, Combination
182 Welding, Seam
185 Welding, Spot

LOCATION

IN WHAT COUNTY OR DISTRICT WOULD YOU
LIKE THE INSTITUTION TO BE LOCATED?

212 District 1 Counties:
212 Colbert
214 Cullman
215 DeKalb
216 Franklin
217 Jackson
218 Lauderdale
219 Lawrence
220 Limestone
221 Madison
222 Marion
223 Marshall
224 Morgan
225 Winston

226 District 2 Counties:
227 Bibb
228 Fayette
229 Greene
230 Hale
231 Lamar
232 Pickens
233 Tuscaloosa

234 District 3 Counties:
235 Blount
236 Chilton
237 Jefferson
238 St. Clair
239 Shelby
240 Walker

241 District 4 Counties:
242 Calhoun
243 Chambers
244 Cherokee
245 Clay
246 Cleburne
247 Coosa
248 Etowah
249 Randolph
250 Talladega
251 Tallapoosa

252 District 5 Counties:
253 Autauga
254 Bullock
255 Butler
256 Crenshaw
257 Elmore
258 Lee
259 Lowndes
260 Macon
261 Montgomery
262 Pike
263 Russell

264 District 6 Counties:
265 Choctaw
266 Clarke
267 Conecuh
268 Dallas
269 Marengo
270 Monroe
271 Perry
272 Sumter
273 Washington
274 Wilcox

275 District 7 Counties:
276 Barbour
277 Coffee
278 Covington
279 Dale
280 Geneva
281 Henry
282 Houston

283 District 8 Counties:
284 Baldwin
285 Escambia
286 Mobile

TYPE OF INSTITUTION

WHICH OF THE FOLLOWING ARE YOU INTERESTED IN ATTENDING?

287 Technical College/Institute/School
288 Community College
289 Junior College
290 Area Skill Center
291 Area Vocational School/Center
292 Trade School
293 School of Cosmetology
294 Hospital
295 4-Year College or University
296 Secondary School

SIZE OF CITY OR TOWN

IN WHAT SIZE CITY OR TOWN WOULD YOU LIKE THE INSTITUTION TO BE LOCATED?

300 Located Within 30 Miles of a Large City (Over 500,000)
301 Located in a Large City (Over 500,000)
302 Located in a Medium City (50,000 to 499,999)
303 Located in a Small City (10,000 to 49,999)
304 Located in a Very Small City (Less than 10,000)

TYPE OF CONTROL

WHAT TYPE OF CONTROL WOULD YOU LIKE THE INSTITUTION TO HAVE?

307 Public Control
308 Private Control

ENROLLMENT LAST YEAR

WHAT SIZE OF INSTITUTION ARE YOU INTERESTED IN ATTENDING?

310 Enrollment Last Year Was Less Than 250
311 Enrollment Last Year was 250 to 499
312 Enrollment Last Year Was 500 to 749
313 Enrollment Last Year Was 750 to 999
314 Enrollment Last Year Was 1,000 to 1,499
315 Enrollment Last Year Was 1,500 to 1,999
316 Enrollment Last Year Was 2,000 to 2,499
317 Enrollment Last Year Was 2,500 to 2,999
318 Enrollment Last Year Was 3,000 to 3,999
319 Enrollment Last Year Was 4,000 to 4,999
320 Enrollment Last Year Was Over 5,000

COEDUCATIONAL STATUS

DO YOU HAVE A PREFERENCE AS TO THE DISTRIBUTION OF MEN AND WOMEN ON CAMPUS?

323 All Women
324 All Men
325 Coeducational

ROOM AND BOARD

ARE YOU INTERESTED IN LIVING ON CAMPUS?

327 Room and Board Is Available on Campus
328 Dormitory Space Available on Campus

ROOM AND BOARD COSTS

WHICH OF THE FOLLOWING ARE YOU ABLE TO PAY?

330 Room and Board Cost Less Than $250 Per Year
331 Room and Board Cost $250 to $499 Per Year
332 Room and Board Cost $500 to $749 Per Year
333 Room and Board Cost $750 to $999 Per Year
334 Room and Board Cost $1,000 to $1,249 Per Year
335 Room and Board Cost $1,250 to $1,499 Per Year
336 Room and Board Cost $1,500 to $1,749 Per Year
337 Room and Board Cost $1,750 to $1,999 Per Year
338 Room and Board Cost $2,000 to $3,000 Per Year
339 Room and Board Cost Over $3,000 Per Year

ACCREDITATION

IS IT IMPORTANT TO YOU THAT THE INSTITUTION BE ACCREDITED?

342 Institution Is Accredited
343 Institution Has Applied For Accreditation

LEVELS OF SUCCESSFUL COMPLETION

WHAT LEVEL OF COMPLETION WOULD YOU LIKE UPON GRADUATION?

345 Associate Degree Applied Technology
346 Diploma
347 Certificate

INSTITUTIONAL CHARACTERISTICS, SPECIAL PROGRAMS, AND SERVICES

WHICH OF THE FOLLOWING CHARACTERISTICS, SPECIAL PROGRAMS, OR SERVICES WOULD YOU LIKE IN AN INSTITUTION?

350 Transportation is Provided by Institution
351 School Insurance Available
352 School Insurance Req. by School but Not Available at School
353 On-Campus Food Facilities Available
354 On-Campus Medical Personnel Available
355 On-Campus Counselors Available
356 Remedial Programs Available
357 Correspondence Courses Available
358 Joint Programs With Other Institutions Available
359 Credit May Be Given For Courses Completed At Other Schools
360 Individualized Instruction Available
361 Campus Adaptations Made For Handicapped
362 Academic Adaptations Made For Handicapped
363 Sign Language Interpreters Available
364 Braille Materials Available
365 Financial Aid Available
366 Night Courses Offered

INSTITUTIONAL ACTIVITIES

WHICH ACTIVITIES WOULD YOU LIKE THE INSTITUTION TO OFFER?

374 Baseball
375 Basketball
376 Football
377 Golf
378 Swimming (Seasonal)
379 Swimming (12 Months)
380 Tennis
381 Track and Field
382 Wrestling
383 Band
384 Dance
385 Debating
386 Campus Publication
387 Cheerleading

INSTITUTIONAL ACTIVITIES
(Continued)

388 Choral Groups
389 Radio Station
390 Religious Organizations
391 Social Service Organizations
392 Political Organizations
393 Soccer
394 Cross-Country

APPENDIX J

```
ALABAMA OCCUPATIONAL INFORMATION SYSTEM

COPYRIGHT (C) GUIDANCE INFORMATION SYSTEM
ILS 1971,2.  ISC 1973,4,5,6.  AOIS 1975

WHICH FILE?JOBS


JOB BANK INFORMATION READY

IN WHICH COUNTY DO YOU LIVE?
MONTGOMERY

FOR PLACEMENT AND REFERRAL ASSISTANCE PLEASE VISIT:

     ALABAMA STATE EMPLOYMENT SERVICE
     125 CLAYTON STREET
     MONTGOMERY ,ALABAMA 36102
     PHONE: 832-4150
     HOURS: MONDAY - FRIDAY 8:30 A.M    4:30 P.M.

DO YOU ALREADY HAVE A D.O.T. NUMBER FOR WHICH YOU WANT JOB
OPENING INFORMATION? ENTER YES, NO, OR QUIT

NO
ENTER AOIS OCCUPATION NUMBER FOR WHICH YOU WANT D.O.T. NUMBERS
SEE THE JOBS USER GUIDE FOR AN AOIS NUMBER IF YOU DO NOT HAVE ONE

109 COLLEGE/UNIVERSITY INSTRUCTORS
090.228-010    FACULTY MEMBER, COLL. OR UNIV.

ENTER A SIX DIGIT D.O.T. NUMBER FOR WHICH YOU WANT JOB OPENING
INFORMATION.  IF NO INFORMATION IS WANTED ENTER QUIT
090.228

THIS D.O.T. CODE APPEARS UNDER THE FOLLOWING AOIS OCCUPATIONS

AOIS          AOIS                D.O.T.          D.O.T.
CODE          TITLE               CODE            TITLE

 109  COLLEGE/UNIVERSITY INSTRU  090.228-010  FACULTY MEMBER, COLL. OR U
 342  VOCATIONAL/EDUCATIONAL CO  090.228-010  FACULTY MEMBER COLLEGE OR
 393  POST-SECONDARY SCHOOL ADM  090.228-010  FACULTY MEMBER COLLEGE OR
   2  ADULT EDUCATION TEACHERS   090.228-038  TEACHER TECHNICAL EDUCATIO

THE TITLE APPEARING ABOVE THE OPENING IS HOW THE ES OFFICES
HAVE THE JOB LISTED

OPENINGS AS OF 09/30/77  5:00 P.M.
STATEWIDE   ANNISTON   BIRMINGHAM   FLORENCE   HUNTSVILLE   MOBILE   MONTGOMERY   TUSCALOOSA
              AREA         AREA        AREA        AREA       AREA       AREA        AREA

FACULTY MEMBER
     1          0            0           0           0          0          1           0

FACULTY MEMBER COLLEGE
     3          0            2           0           0          0          0           1

FACULTY MEMBER UNIV
     1          0            0           0           0          0          1           0

FACULTY MEMBER, UNIV
     1          0            1           0           0          0          0           0
```

APPENDIX K

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/20/77	Tuscaloosa	Druid City Hospital
4/20/77	Mobile	Providence Hospital
4/22/77	Mobile	Mobile Infirmary - Mobile College
4/28/77	Alexander City	Alexander City State Jr. College
4/29/77	Decatur	Calhoun Community College
4/29/77	Hanover, N. H.	Time Share Corporation
5/3/77	Montgomery	Auburn University at Montgomery
5/3/77	Wetumpka	Elmore County Area Vocational Center
5/3/77	Selma	Montgomery High School
5/4/77	Montgomery	Massey-Draughon Business College
5/5/77	Birmingham	University of Alabama at Birmingham
5/10/77	Montgomery	Huntingdon College
5/13/77	Gadsden	Calhoun Community College
5/13/77	Birmingham	League of Women Voters of Greater Birmingham
5/25/77	Montgomery	Postsecondary Division of State Technical Colleges
5/25/77	Montgomery	Troy State University at Montgomery
5/27/77	Montgomery	Alabama State Nurses Association
6/1/77	Montgomery	Massey-Draughon Business College
6/7/77	Montgomery	Councill-Trenholm State Technical College
6/21/77	Mobile	Spring Hill College
6/28/77	Montgomery	Alabama Christian College
6/28/77	Selma	Alabama Lutheran Academy and College
6/28/77	Montgomery	Alabama State University

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/28/77	Alexander City	Alexander City State Junior College
6/28/77	Athens	Athens State College
6/28/77	Auburn	Auburn University
6/28/77	Montgomery	Auburn University at Montgomery
6/28/77	Birmingham	Birmingham-Southern College
6/28/77	Fayette	Brewer State Junior College
6/28/77	Decatur	John C. Calhoun State Community College
6/28/77	Phenix City	Chattahoochee Valley Community College
6/28/77	Bay Minette	J. H. Faulkner State Junior College
6/28/77	Gadsden	Gadsden State Junior College
6/28/77	Montgomery	Huntingdon College
6/28/77	Jacksonville	Jacksonville State University
6/28/77	Birmingham	Jefferson State Junior College
6/28/77	Marion	Judson College
6/28/77	Birmingham	Lawson State Community College
6/28/77	Livingston	Livingston University
6/28/77	Birmingham	Daniel Payne College
6/28/77	Evergreen	Ed. E. Reid State Technical College
6/28/77	Dothan	George C. Wallace State Community College
6/28/77	Selma	George C. Wallace State Community College
6/29/77	Mobile	S. D. Bishop State Junior College
6/29/77	Birmingham	Miles College
6/29/77	Mobile	Mobile College

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: WAYNE SCOTT 4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/29/77	Phil Campbell	Northwest Alabama State Junior College
6/29/77	Hamilton	Northwest Alabama State Technical College
6/29/77	Huntsville	Oakwood College
6/29/77	Birmingham	Samford University
6/29/77	Selma	Selma University
6/29/77	Boaz	Snead State Junior College
6/29/77	Birmingham	Southeastern Bible College
6/29/77	St. Bernard	Southern Benedictine College
6/29/77	Mobile	Spring Hill College
6/29/77	Mobile	Spring Hill College
6/30/77	Bessemer	Bessemer State Technical College
6/30/77	Eufaula	Chauncey Sparks State Technical College
6/30/77	Opp	Douglas MacArthur State Technical College
6/30/77	Enterprise	Enterprise State Junior College
6/30/77	Tuscaloosa	C. A. Fredd State Technical College
6/30/77	Anniston	Harry M. Ayers State Technical College
6/30/77	Thomasville	Richard P. Hobson State Technical College
6/30/77	Florence	International Bible College
6/30/77	Brewton	Jefferson Davis State Junior College
6/30/77	Rainsville	Northeast Alabama State Junior College
6/30/77	Childersburg	N. F. Nunnelly State Technical College
6/30/77	Monroeville	Patrick Henry State Junior College
6/30/77	Montgomery	John M. Patterson State Technical College

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: WAYNE SCOTT

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/30/77	Birmingham	Regional Technical Institute
6/30/77	Tuscaloosa	Shelton State Technical College
6/30/77	Wadley	Southern Union State Junior College
6/30/77	Tuscaloosa	Stillman College
6/30/77	Talladega	Talladega College
6/30/77	Fort Rucker	Troy State University
6/30/77	Montgomery	Troy State University at Montgomery
6/30/77	Troy	Troy State University
6/30/77	Tuscaloosa	University of Alabama
6/30/77	Birmingham	University of Alabama at Birmingham
6/30/77	Montevallo	University of Montevallo
6/30/77	Florence	University of North Alabama
6/30/77	Mobile	University of South Alabama
6/30/77	Jasper	Walker College
6/30/77	Sumiton	Walker State Technical College
7/5/77	East Gadsden	Alabama Technical College
7/5/77	Mobile	Southwest State Technical College
7/8/77	Birmingham	Carraway Methodist Hospital
7/8/77	Birmingham	Jefferson State Junior College
7/8/77	Hanover, N.H.	Time Share Corporation
7/14/77	Mobile	University of South Alabama

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

STAFF MEMBER: LETTA GORMAN 4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/15/77	Montgomery	Management Information System
4/15/77	Birmingham	State Employment Service
4/15/77	Montgomery	State Employment Service
4/19/77	Montgomery	Auburn University at Montgomery
4/19/77	Montgomery	State Employment Service
4/19/77	Montgomery	Management Information System
4/20/77	Montgomery	Navy Education Liaison
4/20/77	Hanover, N.H.	Time Share Corporation
4/21/77	Montgomery	State Employment Service
5/3/77	Albuquerque, N.M.	Employment Security Commission of New Mexico
5/4/77	Birmingham	State Employment Service
5/4/77	Montgomery	WSFA TV
5/5/77	Birmingham	Birmingham Public Library
5/5/77	Birmingham	University of Alabama at Birmingham
5/6/77	Atlanta, Ga.	Southern Regional Education Board
5/12/77	Birmingham	Alabama By-Products Corporation
5/12/77	Trinity	John Crose
5/16/77	Tuscaloosa	Shelton Technical Institute
5/17/77	Washington, DC	U. S. Department of HEW - Office of Education
5/18/77	Northport	Ms. Tawny Phillips
5/19/77	Tuscaloosa	Shelton State Technical College
5/20/77	Montgomery	State Department of Education
5/24/77	Montgomery	CETA Consortium

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATICNAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: LETTA GORMAN

4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/25/77	Gunter AFS, AL	ECI-EDC-T
5/25/77	Atlanta, Ga.	Georgia Department of Labor
5/26/77	Mobile	Carver State Technical College
5/26/77	Mobile	Catholic Social Services
5/26/77	Mobile	Mobile Public Library
5/27/77	Bay Minette	Faulkner State Jr. College
5/27/77	Mobile	Southeast Regional Employment Service Administration
5/30/77	Birmingham	WAPI - Radio
5/31/77	Birmingham	Downtown Action Committee
6/7/77	Columbus, Ohio	Ohio Career Information System
6/7/77	New York	Student Assistance Council of America
6/9/77	Hanover, N.H.	Time Share Corporation
6/13/77	Birmingham	Community Hospital, Inc.
6/15/77	Syracuse, N.Y.	National Center for Educational Brokering
6/21/77	Montgomery	Baptist Medical Center
6/21/77	Montgomery	Huntingdon College
6/28/77	Oklahoma City, OK	South Oklahoma City Junior College
6/30/77	Montgomery	Alabama Commission on Higher Education
6/30/77	Montgomery	State Department of Industrial Relations - Research & Statistics
7/1/77	Montgomery	Burroughs Business Forms
7/1/77	Montgomery	NCR Systemedia Products & Systems
7/8/77	Montgomery	Alabama Senior Certified Public Accountants
7/14/77	Eugene, Oregon	Career Information System

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

STAFF MEMBER: LETTA GORMAN 4/15 - 7/15/77

DATE	LOCATION	CONTACT
7/19/77	Montgomery	Alabama Commission on Higher Education
7/19/77	Birmingham	Jefferson State Junior College
7/22/77	Montgomery	Capitol Heights Junior High School
7/22/77	Birmingham	Central Bancshares of the South, Inc.

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/18/77	Tuscaloosa	Tuscaloosa Chamber of Commerce
4/19/77	Tuscaloosa	Alabama Gas Corporation
4/19/77	Tuscaloosa	Sears, Roebuck and Company
4/20/77	Holt	Central Foundry Company
4/20/77	Tuscaloosa	Cobb Theatres
4/20/77	Tuscaloosa	Fox Twin Theatre
4/20/77	Tuscaloosa	Reichold Chemicals, Inc.
4/20/77	Tuscaloosa	South Central Bell
4/20/77	Tuscaloosa	Swift & Company - Food Service Division
4/20/77	Tuscaloosa	Tuscaloosa Chamber of Commerce
4/20/77	Tuscaloosa	Tuscaloosa News
4/21/77	Tuscaloosa	All-State Insurance Company
4/21/77	Tuscaloosa	Boles Real Estate
4/21/77	Tuscaloosa	Indian Rivers Community Mental Health Center
4/21/77	Tuscaloosa	Investors Diversified Services, Inc.
4/21/77	Tuscaloosa	Investors Diversified Services, Inc.
4/21/77	Tuscaloosa	Sears, Roebuck & Company
4/21/77	Tuscaloosa	Thomson & McKinnon
4/21/77	Tuscaloosa	Trailways Bus Depot
4/21/77	Tuscaloosa	U. S. Postal Service
4/22/77	Tuscaloosa	State Department of Pensions & Security
5/3/77	Huntsville	Huntsville Utilities Office
5/4/77	Huntsville	Huntsville, City of -- Personnel Office

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/4/77	Huntsville	Madison County Personnel Department
5/5/77	Huntsville	Huntsville Utilities Office
5/5/77	Huntsville	U. S. Civil Service Commission
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone Arsenal	George C. Marshall Space Flight Center
5/10/77	Redstone AVsenal	U. S. Ms. Material Readiness Commission
5/11/77	Huntsville	First Alabama Bank of Huntsville, N.A.
5/11/77	Redstone Arsenal	Civilian Personnel Officer
5/11/77	Huntsville	Trailways Bus Systems
5/11/77	Huntsville	U. S. Post Office - Huntsville
5/12/77	Huntsville	Allstate Insurance Company
5/12/77	Huntsville	J. C. Penney Company, Inc.
5/12/77	Huntsville	Sears, Roebuck and Company
5/12/77	Huntsville	Swift Food Service Company
5/13/77	Huntsville	Baker Real Estate Company
5/13/77	Huntsville	Durham & Associates
5/13/77	Huntsville	Huntsville Times
5/13/77	Huntsville	Madison County Pensions & Security
5/13/77	Huntsville	Merrill, Lynch, Pierce, Fenner & Smith, Inc.
5/27/77	Montgomery	Lampliter Dinner Theatre, Inc.
6/1/77	Montgomery	Lampliter Dinner Theatre, Inc.
6/7/77	Montgomery	Alabama Education Association

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: JACK RILEY

4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/8/77	Montgomery	Alabama Development Office
6/29/77	Florence	Florence, City of
6/29/77	Muscle Shoals	Tennessee Valley Authority
6/30/77	Florence	Alabama Realty Company
6/30/77	Florence	Allstate Insurance Company
6/30/77	Florence	First National Bank of Florence
6/30/77	Florence	Lauderdale County Commission
6/30/77	Florence	Lauderdale County Department of Pensions & Security
6/30/77	Florence	J. C. Penney Company, Inc.
6/30/77	Florence	Sears, Roebuck and Company

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: SUMMER WORKERS 4/15 - 7/15/77

DATE	LOCATION	CONTACT
6/27/77	Montgomery	Alabama Power Company
6/28/77	Montgomery	Gambucurta & Associates Advertising Agency
6/28/77	Montgomery	Luther Hill
6/28/77	Montgomery	Investors Diversified Services, Inc.
6/28/77	Montgomery	Leavell Advertising
6/28/77	Montgomery	Montgomery Baptist Association
6/28/77	Montgomery	Montgomery City-County Personnel
6/29/77	Montgomery	Farm Bureau
6/29/77	Montgomery	Luther Hill
6/29/77	Montgomery	Judge Hooper
6/29/77	Montgomery	Mrs. M. Hunter
6/29/77	Montgomery	Montgomery Public Library
6/29/77	Montgomery	Mr. Screws
7/5/77	Montgomery	Auburn University at Montgomery, School of Business
7/5/77	Montgomery	James N. Chernau, Optometrist
7/5/77	Montgomery	Diplomat Inn
7/5/77	Montgomery	Huntingdon College
7/5/77	Montgomery	Loveman's Department Store
7/5/77	Montgomery	Montgomery Zoo
7/5/77	Montgomery	Robertson, Paul - Photographer
7/5/77	Montgomery	South Central Bell
7/5/77	Montgomery	State Department of Examiners of Public Accounts
7/5/77	Montgomery	White Chapel Funeral Home

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

STAFF MEMBER: SUMMER WORKERS 4/15 - 7/15/77

DATE	LOCATION	CONTACT
7/5/77	Montgomery	Whitley Hotel
7/6/77	Montgomery	Advertiser-Journal

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

CONTACTS LOG

STAFF MEMBER: NANCY SULLIVAN 4/15 - 7/15/77

DATE	LOCATION	CONTACT
4/17/77	Gatlinburg, Tenn.	Institute for Manpower Planners
5/4/77	Birmingham	General Contractors of Birmingham
5/4/77	Birmingham	Homebuilders Association
5/4/77	Birmingham	Sullivan, Long & Haggarty Construction Co.
5/5/77	Birmingham	Altec Industries
5/5/77	Birmingham	Lowry-Premier
5/5/77	Birmingham	Marsh's Bakery
5/5/77	Birmingham	Plantation Patterns
5/5/77	Birmingham	Westinghouse
5/6/77	Birmingham	Ingall's Iron Works
5/6/77	Birmingham	Jefferson Foundry
5/6/77	Birmingham	Jim Dandy
5/6/77	Birmingham	Martin Marietta
5/19/77	Birmingham	Custom Built Cabinets
5/19/77	Birmingham	Hoener-Waldorf
5/19/77	Birmingham	Imperial Woodcraft
5/20/77	Birmingham	Custom Upholstery
5/20/77	Birmingham	Newspaper Service Engraving
5/20/77	Birmingham	Pizitz
5/20/77	Birmingham	Poe Coal Company
5/23/77	Birmingham	Celotex Corporation
5/23/77	Birmingham	Cement Products
5/23/77	Birmingham	Royal Cup Coffee

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
INFORMATIONAL DEVELOPMENT STAFF

C O N T A C T S L O G

STAFF MEMBER: NANCY SULLIVAN 4/15 - 7/15/77

DATE	LOCATION	CONTACT
5/24/77	Birmingham	Hayes International
5/24/77	Birmingham	R&T Baking
5/24/77	Birmingham	Richardson Machine Company
5/24/77	Birmingham	Shasta Cola
5/25/77	Tuscaloosa	Coed Collar Manufacturing
5/25/77	Tuscaloosa	Friday Lumber Company
5/25/77	Tuscaloosa	March and Company
5/26/77	Tuscaloosa	Construction Trades Assoc.
5/26/77	Tuscaloosa	Dairy Fresh
5/26/77	Tuscaloosa	Kyle Office Supply
5/26/77	Tuscaloosa	University of Alabama
6/22/77	Tuscaloosa	McFarland Realty
6/22/77	Tuscaloosa	University of Alabama Placement Office
6/23/77	Tuscaloosa	Bryce Hospital
6/23/77	Tuscaloosa	First National Bank of Tuscaloosa
6/23/77	Tuscaloosa	Open Learning Center, University of Alabama
6/23/77	Tuscaloosa	Tuscaloosa County Board of Education
6/23/77	Tuscaloosa	Tuscaloosa High School
6/23/77	Tuscaloosa	University of Alabama, Computer Section'
6/24/77	Tuscaloosa	Gulf States Paper

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
USER SERVICES STAFF

CONTACTS LOG

STAFF MEMBER: Billy M. Davis

DATE	LOCATION	CONTACT
May 4, 1977	Huntsville	Dr. Harold Dickenson - N. Alabama Educational Opportunity Center
May 11, 1977	Montgomery	Mrs. Rose Roberson - Alabama State University
May 25, 1977	Montgomery	Mr. Red Banburg - Alabama Development Office
June 6, 1977	Mobile	Mr. Sydney Raine - Mobile Manpower Consortium
June 21, 1977	Mobile	Dr. S. D. Bishop - S. D. Bishop State Junior College
June 30, 1977	Montgomery (AOIS)	Mr. Harry Hancock - Disability Determination Unit.
July 5, 1977	Birmingham	Dr. Dorothy Chambers - B'ham City Schools (Trial Basis)
July 15, 1977	Birmingham	Dr. John Shelton - Disability Determination Unit

AOIS-IDS FORM: 10-7-75C

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
USER SERVICES STAFF

CONTACTS LOG

STAFF MEMBER: Jackie R. Davis

DATE	LOCATION	CONTACT
May 4, 1977	Huntsville	Demo to Educational Opportunity Center - Dr. Dickerson
May 11, 1977	Montgomery	Demo to Ala. State University - Mrs. Rose Roberson & Staff
June 6, 1977	Mobile	Demo to Mobile Manpower Consortium - Mr. Sydney Raine
June 21, 1977	Mobile	Additional Demo to Mobile Manpower Consortium
June 21, 1977	Mobile	Demo to S. D. Bishop State Junior College
June 30, 1977	Montgomery	Demo to Disability Determination Unit
July 14, 1977	Auburn	Demo to Auburn (Dr. Kurth & Others)

AOIS-IDS FORM: 10-7-75C

APPENDIX L

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
901 Adams Avenue
Montgomery, Alabama 36130

Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

OCCU-SORT

USER AGENCY CONTRACT

(1) This agreement is entered into this _____ day of _____, 197 ___, by and between _____, hereinafter referred to as the Licensee, and the Alabama Occupational Information System (AOIS), hereinafter referred to as the Board.

(2) Licensee agrees that ownership of all AOIS property and materials is with Board. The AOIS property and materials for the Occu-Sort system include:

a) the Occu-Sort cards,

b) the needle for sorting through the Occu-Sort cards,

c) the box that contains the Occu-Sort cards,

d) the original hard copy printout(s) of the State Occupational File (SOCC), and

e) any other Board property and materials that will be provided to Licensee.

(3) Licensee further agrees not to share any part of the program with any third party and

(4) that any property provided to Licensee by Board shall remain the property of Board at all times.

(5) Licensee shall be responsible for the supervision and control of the system including sufficient security requirements. Licensee agrees that _____ shall serve as system coordinator for this agreement. Licensee agrees to designate a person as coordinator at each site where the system is used and will provide Board with a list of such designated persons complete with addresses and telephone numbers. Where Licensee operates the Occu-Sort system at only one site, the site coordinator may also serve as the system coordinator.

(6) Licensee further agrees to bear costs of repairs and/or replacement of damaged property and materials of the system caused by negligence or malicious destructive use.

(7) Licensee agrees to return to Board each complete Occu-Sort system and a certificate attesting that there are no outstanding copies of it in whole or in part except the copies given to users within fifteen (15) days of the termination of this agreement.

(8) Licensee agrees to pay Board for each Occu-Sort system $ _____ per annum for _____ Occu-Sort system(s) for a total of $_____.

(9) Licensee's remedies under this agreement are exclusive of all other remedies at law or in equity.

(10) Board agrees to permit Licensee to reproduce in whole or in part copies of the original hard copy printouts from the State Occupational File (SOCC) during this contractual period. The sole purpose of the reproduction is to provide the users of the Occu-Sort system with the desired occupational information after utilizing the system.

(11) Board has the right of specific performance and upon default of Licensee of this agreement, the right to terminate same.

(12) In no event will Board be liable for consequential damages even if Board has been advised of the possibility of such damages.

(13) Board agrees to deliver the complete Occu-Sort system within thirty (30) days prior to the period specified by this agreement. (Board agrees to update the information in the Occu-Sort system twice a year, in September and in March). Board shall provide adequate training and/or instruction for the system coordinator and all site coordinators as to ensure proper implementation of the system. Board also agrees that AOIS staff personnel will be available as a resource for further instruction and/or training of only the system and the site coordinators.

(14) This agreement shall constitute the whole agreement between the parties and shall not be modified nor waived except in writing and duly signed by an authorized representative of each party.

WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 197___.

AOIS BOARD

BY _____
DULY AUTHORIZED AGENT

_____
(TITLE

LICENSEE

BY _____
DULY AUTHORIZED AGENT

_____
(TITLE)

FOR THE OFFICE OF THE GOVERNOR

BY _____
DULY AUTHORIZED AGENT

_____
(TITLE)

APPENDIX M

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
901 Adams Avenue
Montgomery, Alabama 36130

CERTIFICATE OF PROPERTY DISPOSITION

I, the undersigned, hereby certify that all of the existing AOIS user materials (originals and copies thereof) and other properties that were allocated and distributed to _____(User Agency) have been returned to an authorized AOIS representative and/or otherwise disposed of with the express approval of AOIS.

I further certify that any existing "hard copy" printouts from the AOIS information files and other printed materials will not be reproduced in any way, either in whole or in part.

Such aforementioned materials and properties include:

_____ Portable Data Terminal(s), Texas Instrument, Model Silent 700,
SERIAL NUMBERS_____,_____,
_____,_____

_____ Fixed Terminal(s), Decwriter II, Model LA35/LA36
SERIAL NUMBERS_____,_____

_____ Acoustic Coupler(s), Com Data Modem, Model No. 302B2-13
SERIAL NUMBERS_____,_____
_____,_____

Coordinator's Manual
Direct Access Code Book
User Guides
User Sheets

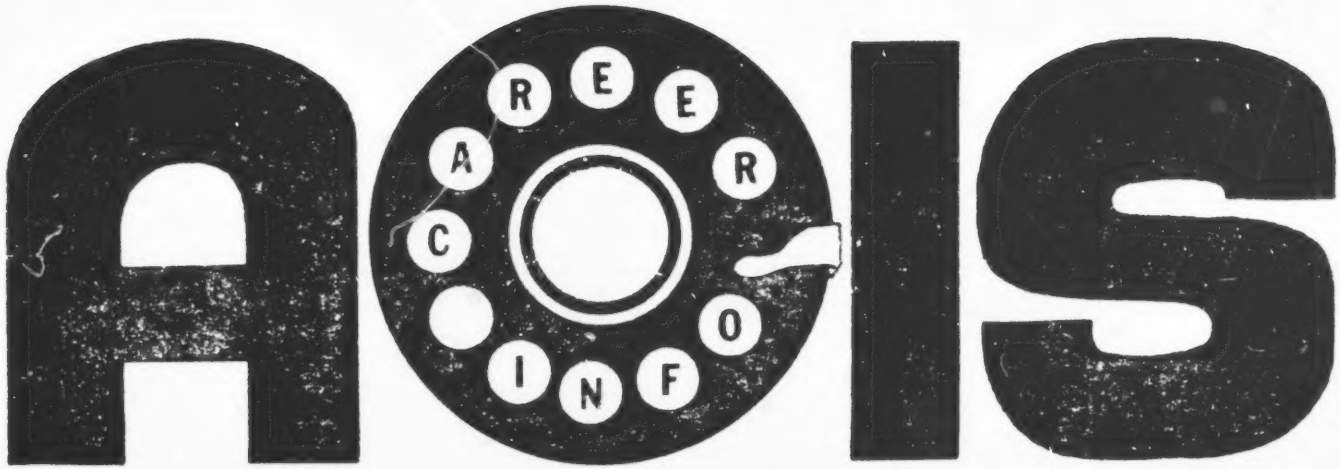
Instructional Posters
Example Posters
Advertising Posters

BY _____ _____
DULY AUTHORIZED AOIS REPRESENTATIVE DULY AUTHORIZED USER AGENCY REPRESENTATIVE

_____ _____
(TITLE) (TITLE)

_____DAY OF_____, 197_____

APPENDIX N



ALABAMA OCCUPATIONAL INFORMATION SYSTEM

901 ADAMS AVENUE, MONTGOMERY, ALABAMA, 36130 . TELEPHONE: (205) 832-5737

"COMPUTERIZED AND NEEDLE-SORT DELIVERY"

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
First Alabama Bank Building
901 Adams Street
Montgomery, Alabama 36104

Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

Dear Fellow Alabamians:

Alabama is very fortunate to have been one of only eight states selected by the United States Department of Labor after a national competition to develop and implement statewide occupational information systems. As the only Southern state involved we are very excited about the service this valuable system will offer the citizens of Alabama.

We encourage your examination of the benefits of participation in this program and we look forward to meeting the educational and occupational information needs of Alabamians in the process of career decision making. We are confident that the Alabama Occupational Information System (AOIS) will be the most effective and economical system of its kind and we are making every effort to insure the attainment of this goal.

Your early involvement in this program will contribute significantly to its complete success in our state. If you have any questions or concerns about this effort, please feel free to contact the Alabama Occupational Information System staff at your convenience.

Sincerely,

Wayne Teague

Wayne Teague
State Superintendent of Education

DO YOU WANT . . .

...the most for your career educational dollar?
...a vast amount of occupational and educational data quickly but cannot hire a research staff?
...to free your staff from hours in the Dictionary of Occupational Titles and college catalogues?
...your instructional staff to have access to multi-media resource materials?
..to know how many job vacancies that are available in a particular field?

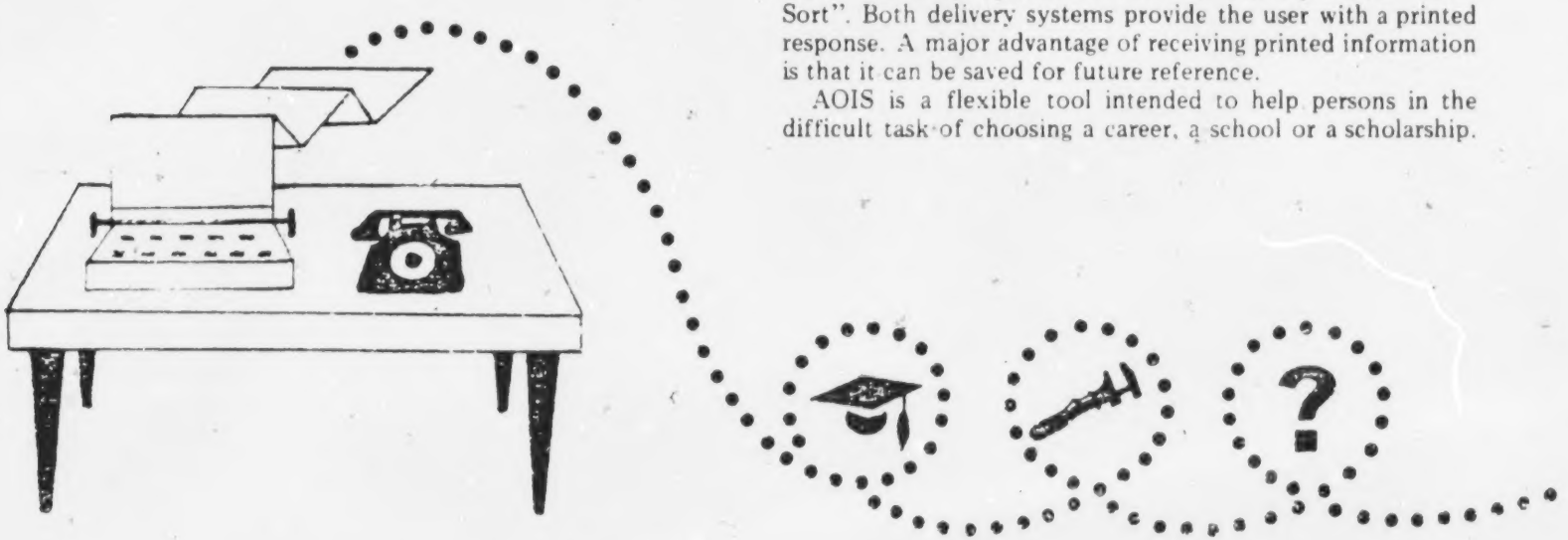
AOIS can tell you this and much more whether you are associated with a school, a rehabilitation center, a state employment office or a library.

The Alabama Occupational Information System (AOIS) is a computer network designed to make accessible occupational and educational information to the entrant to the labor force, the college bound or the person changing careers.

Users can interact with the system via a computer terminal and an ordinary telephone. The terminal resembles a typewriter, but requires no typing skills to use.

In addition to the computerized delivery, AOIS can provide a manually operated needle sort delivery called "Occu-Sort". Both delivery systems provide the user with a printed response. A major advantage of receiving printed information is that it can be saved for future reference.

AOIS is a flexible tool intended to help persons in the difficult task of choosing a career, a school or a scholarship.



AOIS is an adaptation of the Guidance Information System, Time Share Corp, Hanover, New Hampshire

AOIS IS DESIGNED TO:

---Allow users to explore careers according to interests and aptitudes.
---Utilize existing labor market and educational information and present it to individuals in a more usable format.
---Help the educational student select a two or four-year institution.
---Enhance career education and guidance activities.
---Assist in placing the maximum number of adults in productive unsubsidized employment.

---Provide a current list of scholarships and financial aid available from a variety of sources including business, the Federal Government, private organizations, Alabama post-secondary educational institutions, and religious and charitable groups.
---Provide accurate and localized data for meeting the needs of the labor market.
---Serve as a cross-index of job-related skills, aptitudes and interests to job requirements and educational programs.
---Provide data for localized occupational and educational program planning.
---Assist individuals in selecting Alabama training programs and courses from a variety of sources within the state.

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WHO IS AOIS?

The Alabama Occupational Information System is supported by a Department of Labor grant to the State which requires the program to be financially self-supporting through user agency fees by the end of the grant period.

AOIS is administratively responsible to a Board of Directors appointed by the Governor. The members of the Board are the State Superintendent of Education; a university president; the superintendent of a local school district; a representative of a local social service agency; the director of the Department of Industrial Relations; the director of the Alabama Development Office; the director of the Vocational Education Division of the Department of Education; the director of the Instruction Division of the Department of Education; the director of the Employment Service Division of the Department of Industrial Relations; and the chief of the Research and Statistics Division of the Department of Industrial Relations.

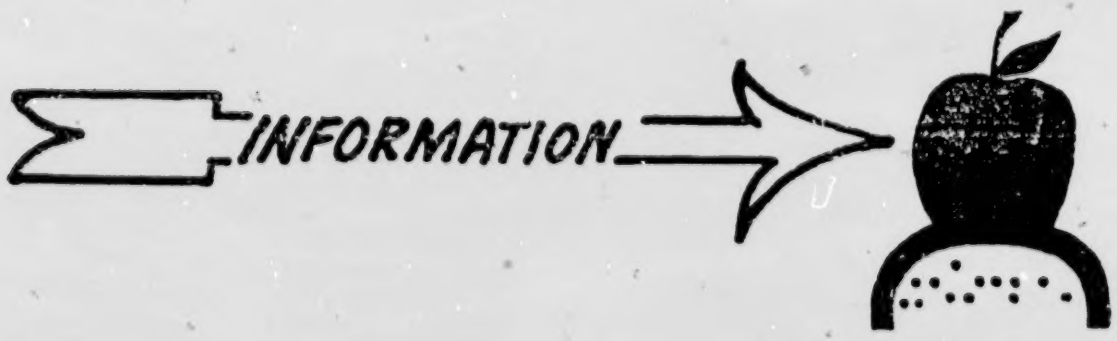
The Board meets quarterly and defines policy.

AOIS maintains a consortium of agencies, institutions, associations, and individuals who react to the system's accuracy, currency, and usefulness.

Occupational review panels, composed of members of the AOIS consortium and others, analyze the State Occupational File and determine its local accuracy and currency. Review panels are composed of organizations and associations who either employ persons in the relevant occupational cluster or are thoroughly familiar with it.

AOIS OBJECTIVES

1. To encourage personal involvement in career decision making.
2. To provide for acquisition of personally relevant occupational and educational information.
3. To present a wide array of occupational and educational alternatives.
4. To provide accurate and current information.
5. To encourage realistic career plans.
6. To provide National, State, and local occupational information.
7. To provide information concerning National and State scholarships and financial aid sources.
8. To provide a listing of multi-media resources for individuals wanting to incorporate occupational information into their setting.
9. To provide individuals with local, county, substate, and state data on job vacancies.



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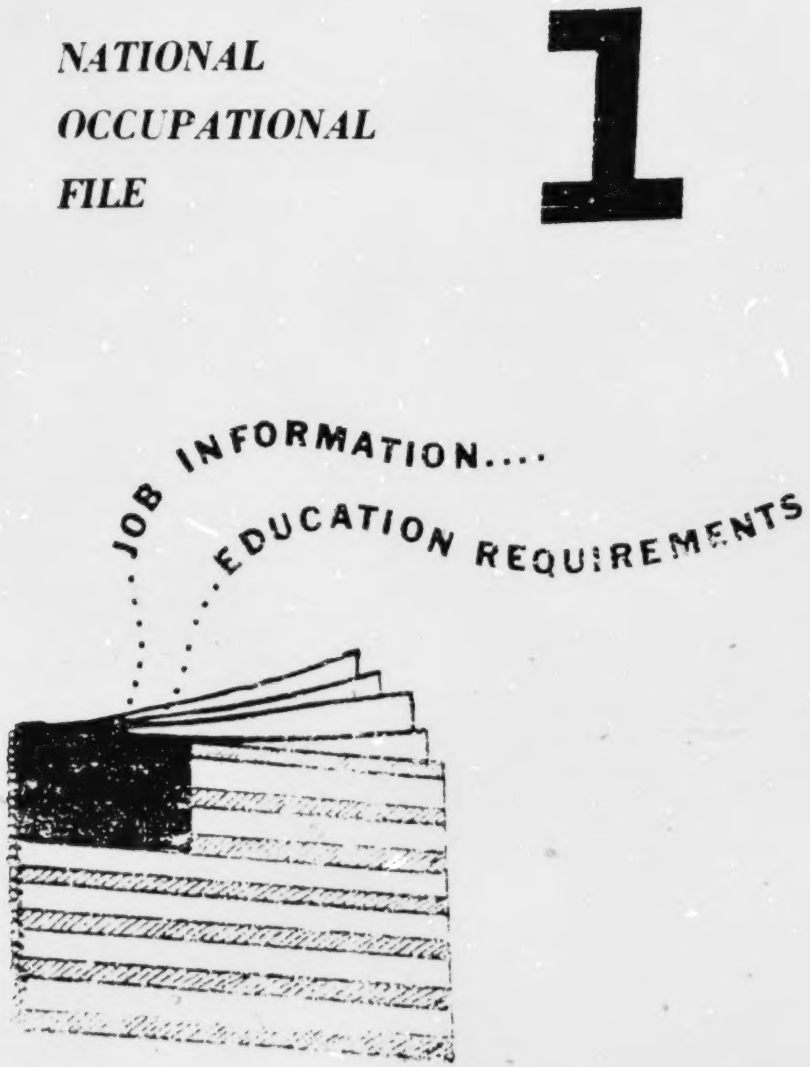
NATIONAL OCCUPATIONAL FILE



An occupational file which allows the user to identify and compare personally relevant occupations, the National Occupational File, contains over 1300 primary occupations and 3000 related occupations.

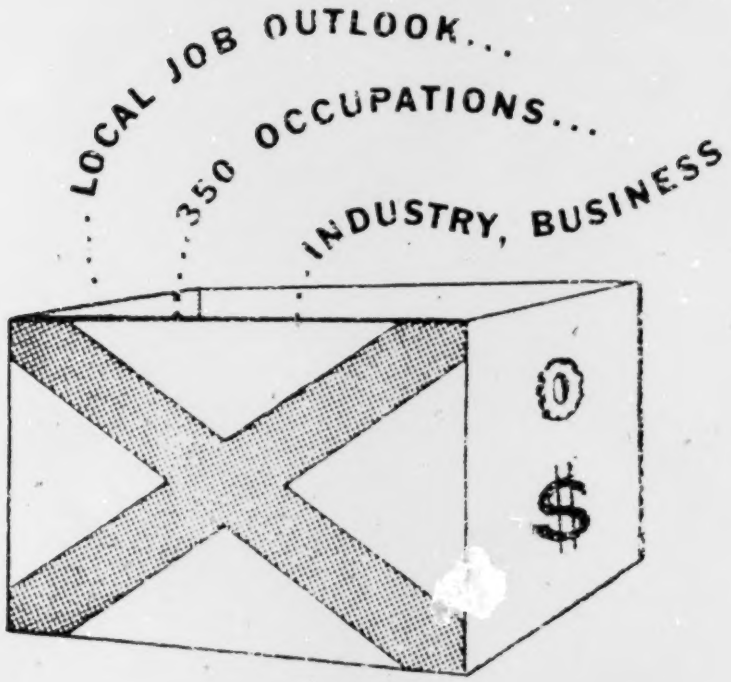
The National Occupational File is organized around the 15 U.S. Office of Education occupational clusters and cross-referenced to the Dictionary of Occupational Titles codes.

The file places at the user's disposal such information as job descriptions, wage levels, required skills, job outlook, related fields and educational requirements. The user can do a structured search by entering personal interests and aptitudes and receive a list of occupations which match the user's characteristics.

The user may want information about a particular occupation. By entering the direct access code for that occupation, the user can learn the job requirements, wage level, and employment outlook for that occupation.

STATE OCCUPATIONAL FILE

2



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For more specific and localized information than is available from the national file, the State Occupational File focuses on state and regional data including local occupational outlook. The occupations listed in the file are selected from those identified by the Alabama Department of Industrial Relations' publication Interim Manpower Projection.

Currently the file lists approximately 348 occupations, representing over 90 percent of the employment in Alabama, and reflects all levels of preparation and training. The user can explore those careers within the State that fit personal interests and aptitudes. The user can also enter a particular occupation and receive a printout that gives a job description and worker requirements. The user receives additional information about the Present Employment, Employment Outlook, Annual Average Job Openings, Annual Starting Salary and Usual Highest Salary--this data is STATEWIDE and for the SMSA's (Standard Metropolitan Statistical Area) of Montgomery, Mobile, Birmingham, Huntsville, Tuscaloosa, and Florence.

An SMSA does not refer to the city of Montgomery, etc., but includes specific geographical areas.

SMSA of Mobile includes: Mobile and Baldwin Counties
SMSA of Montgomery includes: Montgomery, Autauga, and Elmore Counties
SMSA of Birmingham includes: Jefferson, Shelby, St. Clair, and Walker Counties
SMSA of Huntsville includes: Limestone, Madison, and Marshall Counties
SMSA of Florence-Sheffield includes: Colbert and Lauderdale Counties
SMSA of Tuscaloosa includes: Tuscaloosa County

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STATE OCCUPATIONAL TRAINING FILE

3

The State Occupational Training File contains information on Alabama public, private, and proprietary vocational and technical schools, secondary area vocational centers, state technical colleges, and university continuing education programs.

The file stores information on Alabama training programs within industry, apprenticeships, and adult vocational programs that are at least four calendar weeks long and have been submitted to AOIS no less than 30 days prior to the first day of training.

The user, by utilizing AOIS, can avoid dozens of search hours. For example, an individual can select a course of study, type of institution, and geographic location within the state where the individual would like to study. The user will receive a printout of the training programs which qualify.

The user may want information on a particular training program. The printout tells the type of institution, length of the training program, special tools if required and their costs in addition to tuition and fees.

NATIONAL SCHOLARSHIP & FINANCIAL AID FILE

4

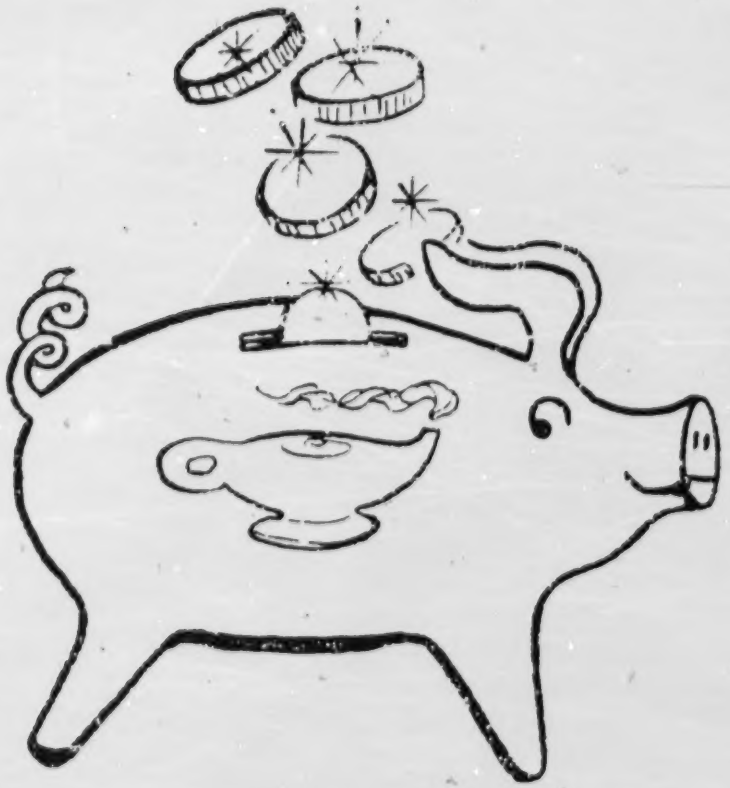
Isolating a scholarship or financial aid program that meets a person's needs can be an endless and sometimes hopeless task. Thousands of dollars in financial aid money remain unused because eligible persons do not or cannot get any information on available financial aid.

AOIS has solved the problem by providing a file which lists over $750 million in financial aid programs from the federal government, foundations, business, trade and labor organizations, and religious and charitable groups.

All the programs listed are national and require that eligible persons meet certain qualifications and apply directly to the funding agency.

STATE SCHOLARSHIP & FINANCIAL AID FILE

5



A user may want to increase financial aid possibilities identified from the national aid file by locating monetary aid within the state. AOIS has met this need by providing a separate file listing scholarships and financial aid available from state institutions, private agencies, and state and local associations and organizations.

An added feature not found in the national aid file is a listing of available financial aid from technological and community colleges, junior colleges, and public and private four-year institutions.

CAREER RESOURCE FILE

6

Teachers, counselors, and other career planners can easily incorporate occupational information into their curricula with the Career Resource File. The file contains over 3000 items.

Some items that can be used in the classroom or training programs are available through a library maintained by the State. The materials are annotated, and the system users can borrow from the library on a two-week basis.

The file contains multi-media materials such as books, films, tape cassettes, and records. Some items deal with specific occupations while others explore entire industries.

The Career Resource File also contains a statewide list of community resources. These include business, industrial, and educational organizations which are willing to provide factory tours, speakers or other assistance to public school career education programs.

The Career Resource File is updated continually.

FOUR-YEAR COLLEGE FILE

7

The Four-Year College File lists about 1600 four-year colleges and universities nationwide. The file is updated annually based upon college catalogues.

The user has over 600 characteristics from which to choose. At the user's fingertips are the majors, tuition and fees, location, and other items which may be personally important such as coeducational status, religious affiliation, competitiveness, financial aid, and residence and automobile policies.

Without writing a single letter the user may learn which institutions in the Far West on a semester system offer Women's Studies, have no religious affiliations, are highly competitive and cost less than $4,000 annually. An individual can enter up to ten characteristics about a college that the user would like to have that institution possess and receive a printout naming the colleges which meet the person's criteria.

The user can request information on a particular school and receive enrollment figures, admission deadline, tuition and fees, student organizations, faculty characteristics, financial aid possibilities, etc.

TWO-YEAR COLLEGE FILE

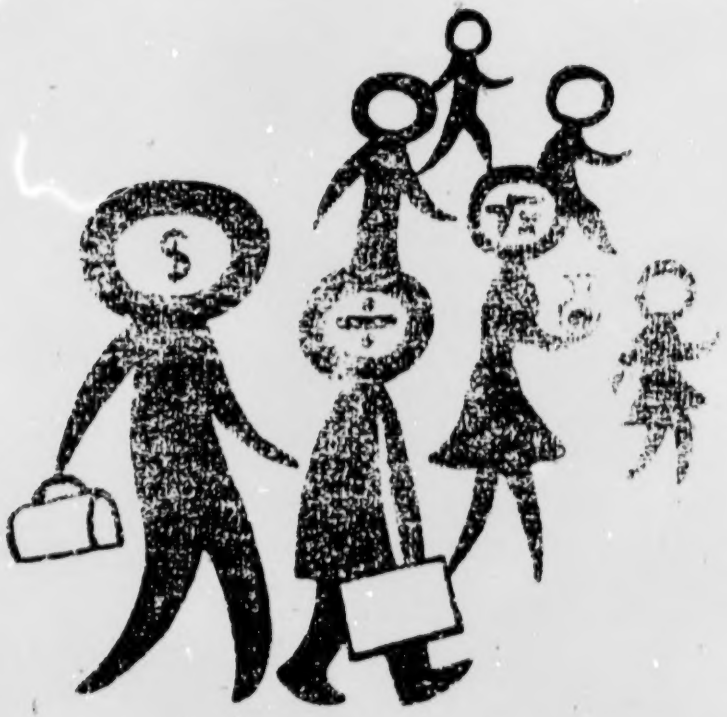
8

Similar to the Four-Year College File, the Two-Year College File allows the user to examine community and junior colleges within the state and throughout the nation. The file contains an extensive list of characteristics necessary for choosing a two-year college. There are over 400 characteristics on 1,000 two-year colleges.

The file informs the user about academic and technological programs, location, regional accreditation, tuition and fees, and other pertinent information necessary to making an intelligent decision. The system saves the user time, energy and frustration by providing current and accurate information.

JOB BANK SUMMARY FILE

9



The Job Bank Summary File can direct entrants to the labor force and people making a mid-career change to those areas in the working world that need qualified people.

The file is not a placement service but an information guide which allows the user to inquire about currently listed job openings by local state employment offices. For further information about a job vacancy, the user is referred to the local state employment service in his or her area.

The user can request a listing of the number of unfilled openings for a six-digit D. O. T. occupation as listed with the Employment Service. The information is statewide and by Job Bank Districts.

BENEFITS OF AOIS

Makes the user aware of personally relevant careers.

Allows the user to identify and compare occupations that fit personal interests and aptitudes.

Encourages more realistic consideration of educational and occupational options.

Provides current and accurate information.

Saves the individual time, energy, and frustration by listing only the information requested.

Clarifies various careers and occupations.

Provides guidance departments with the most complete educational and occupational information data base available.

Frees the counselor to provide services based on professional training.

Allows educational planners and instructional staffs to use available information more effectively.

Provides meaningful data to handicapped users.

APPENDIX O

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
901 Adams Avenue
Montgomery, Alabama 36130

Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

MEMORANDUM

June 23, 1977

The staff of AOIS is continually striving to improve the system and its services to you and your users based upon expressed needs via feedback.

A very important aspect of the system is the in-service training program. In fact, in a majority of cases, it is the first time an individual is exposed to the Alabama Occupational Information System. Therefore, we appreciate your taking a few minutes out of your busy schedule to complete the enclosed questionnaire.

Thank you for your time and cooperation.

Sincerely,

Lyle W. Smith

Lyle W. Smith, Ed.D.
User Services Manager

LWS/ta

Enclosure

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
(AOIS)
IN-SERVICE TRAINING QUESTIONNAIRE

In an effort to evaluate AOIS' in-service training program, we respectfully enlist your assistance.

AOIS is well aware that the in-service training was presented several weeks prior to the actual operational dates and that the lag time obviously affected the retention of the instruction. AOIS is further aware that the unavailability of the system's printed materials at the time of the training was not conducive to good instructional procedures. These discrepancies were due to anticipated computer start-up dates that were unavoidably delayed.

At your convenience, please complete this questionnaire by encircling the response that most closely reflects your opinion. Five (5) is the highest rating. Please return the completed questionnaire to AOIS in the enclosed envelope. We appreciate your cooperation.

(Optional) NAME_____ SCHOOL SYSTEM OR AGENCY_____

1. Was the four-hour time frame for instruction sufficient?- - - - - - - - - - - - - - - - 5 4 3 2 1

2. Was the size of your training class: TOO LARGE___ TOO SMALL___ APPROPRIATE___

3. Was the class time spent in actually using the terminal as opposed to the oral instruction adequate? - 5 4 3 2 1

4. Do you feel that the instruction given on the information files gave you a working knowledge of the contents of the User Guides and Direct Access code book and the scope of the data that can be obtained from the nine files?- - - - - - - 5 4 3 2 1

5. Did you develop an understanding of how the various files "tie in" or interact with one another? (i.e., SOCC file with SOTF or COL4 with SCHO and SAID)? - - - - - - - 5 4 3 2 1

6. Did the in-service training give you a basic understanding and a working knowledge of the terminal commands so as to enable you to use the system? - - - - - - - 5 4 3 2 1

7. Do you understand the direct access mode of obtaining desired information?- - - - - - 5 4 3 2 1

8. Do you understand the structured search mode of obtaining desired information?- 5 4 3 2 1

9. Do you feel that your training will enable you to assist others in working with User Guides, User Sheets, and with the terminal commands?- - - - - - - - - - - - - 5 4 3 2 1

10. Were you motivated to implement AOIS into your professional setting?- - - - - - - - - 5 4 3 2 1

11. Do you anticipate any potential problems in implementing AOIS into your setting?- - - 5 4 3 2 1
YES___ NO___ If YES, briefly explain:_____

_____

_____

If you have comments or criticisms that would help in this evaluation, please add them in the space below (strengths and/or weaknesses or the training, what would you add to the content, etc.)

_____

_____

_____

_____

ALABAMA OCCUPATIONAL INFORMATION SYSTEM
(AOIS)

IN-SERVICE TRAINING QUESTIONNAIRE

In an effort to evaluate AOIS' in-service training program, we respectfully enlist your assistance.

AOIS is well aware that the in-service training was presented several weeks prior to the actual operational dates, and that the lag time obviously effected the retention of the instruction. AOIS is further aware that the unavailability of the system's printed materials at the time of the training was not conducive to good instructional procedures. These discrepancies were due to anticipated computer start-up dates that were unavoidably delayed.

At you convenience, please complete this questionnaire and return it to AOIS in the enclosed envelope. We appreciate your cooperation.

(Optional) NAME _____

SCHOOL SYSTEM OR AGENCY _____

1. Do you feel that the block of four hours of instruction was sufficient? YES ___ NO ___

2. Was the class-time spent in actually using the terminal as opposed to the oral instruction adequate? YES ___ NO ___

3. Were the instructors well prepared? YES ___ NO ___

4. Did the instructors establish and maintain good rapport? YES ___ NO ___

5. Was the instruction presented at the proper level? YES ___ NO ___
If NO, TOO TECHNICAL ___, TOO BASIC ___

6. Were questions received and responded to adequately? YES ___ NO ___

7. Were the audio-visual materials effective? YES ___ NO ___

8. Was the classroom setting appropriate for the occasion? YES ___ NO ___

9. The size of the class was TOO LARGE ___, TOO SMALL ___, APPROPRIATE ___.

10. Was a review or re-cap conducted at the conclusion of the training? YES ___ NO ___
If YES: EFFECTIVE--YES ___ NO ___

11. To what extent did the training motivate you to implement AOIS into your setting?
___NO MOTIVATION ___AVERAGE MOTIVATION
___LITTLE MOTIVATION ___CONSIDERABLY ENTHUSIASTIC

12. Do you anticipate any potential problems with implementing AOIS into your setting?
YES ___ NO ___ If YES, briefly explain: _____

_____

_____

If you have comments or criticisms that would help in this evaluation, please add them in the space below (strengths and/or weaknesses of the training, what would you add to the content, etc.). _____

_____

12. Do you anticipate any potential problems with implementing AOIS into your setting? If YES, briefly explain:

Applies only to counseling situations.

Lack of time with machine, lack of knowledge as to when it will be here. Machine not in classroom.

Mobile Co. Schools - The computer shuts down every morning at 8:30 while a class is using the terminal. I believe the computer could be shut down in the afternoon after 3:00.

Henrietta M. Kemp - E.S. - This is not used in Statistical Department, set up only for counselors.

E.S. - This equipment is used only by the counseling unit in our office.

Salvatore L. Tomaso, E.S. - Don't use equipment often enough.

Howard M. Burk - E.S. - My personal use will be limited.

Ira A. Adams - E.S. - For an interviewer to use the terminal would require too much time for too little information. Additional program/information gathering coule change this.

Ralph Dorman - E.S. - AOIS is primarily a counseling tool here, and as an interviewer I do not have occasion to use it as the data from which I work primarily is gathered locallly,

E.S. - As an interviewer, I can see no valuein the implementation to us. Am sure counselors will probably use it.

Carol MacDuffee - E.S. - getting time to use it.

E.S. - As an interviewer I, in the employment service, I have very little need for AOIS. The counselors would have a need but I see none or very little use or need for AOIS as an interviewer.

Margaret Daniel - Time getting the machine

Mobile Co. Schools - No plan of instructing students to use terminal & no materials to show students how to use terminal.

Maryn
Maynard D. Portis, Jr. - Mobile Co. Schools - Only with the length of time we are to have AOIS in our schools to get to our students.

Willodene Farrell - Mobile Co. Schools - I would like to explain my "NO." At this school it was decided by the principal, I suppose, that the seniors would be exposed to AOIS first and if time permitted, the juniors. It has taken most of the second semester to let seniors use it, consequently, very little time is left for underclassmen Since I have been assigned to counsel with mostly 10th grade, I have not used it.

Sadie Braggs - Mobile Co. Schools - #1 Instruction if time would have been sufficient had the group been smaller. #2 Maybe several terminals for instructional use during instructions would have been more effective.

John Loden - Mobile County Schools - Printed material was incomplete and not accurate. For example, with computer start up steps listed on the chart, the students could not complete the connection - vital steps were left out. We had to print our own material.

COMMENTS/CRITICISMS (E.S.)

Judy H. Ellis, Only criticisms are lag time obviously affected the retention of the instruction. Unavailability of the system's printed materials at the time of the training.

Salvatore L. Tomaso - Spend more time developing skill on machine.

Ann Geisenheimer - The instructors did an excellent job!

Howard M. Burk - Most of material covered will never be used by average employee.

More time should be given on those who will actually use the system and those who will not should be given only a brief introduction and demonstration xx so as to be familiar with its function and use.

Ira A. Adams - Smaller groups would lead to more hands-on experience - less congestion in classroom. #11 See remarks to #12 - could be used as counseling tool.

Frank Phillips - AOIS could be of great value to the employment service. We need more training and practice to realize and fully utilize its potential.

Ralph Dorman - The presentation was professional, effective, and pleasurable. The class left me extremely impressed with the system's capabilities and also with the feeling that I could use it effectively with a little practice.

Carol MacDuffee - A review might be helpful.

David R. Kearns - The training was good for informational purposes but my section (WIN) has little need for the system.

Cecil Prentice, Jr. - Time on keyboard actually search for information should be increased. Although the training provided was well prepared, nothing can take the place of actually operating the equipment. Verbal instruction is just too easy to forget.

Mitchell Drew - More exposure to the equipment, individuals spend more time on equipment.

More time on the machine.

Actually, I thought the training adequate. The failure has been my own! No tool is effective until it is put into use.

Jennifer Cook - The amount of time between training and actual installation of the terminal was so long that we required considerable review of terminal use.

Noah E. Lambeth - Mobile Co. Schools - The program as implemented is good.

Mobile Co. Schools - We were trained on equipment that is different than the equipment we are using. Now I need training on the new equipment.

E.S. - Too many people in class for each person to adequately learn actual use of machine. Length of training time insufficient.

E.S. - I really need to reorient myself in the ways this may help me as Labor Market Analyst.

COMMENTS/CRITICISMS (EDUCATION)

Reed Killets - Thanks for the opportunity to fill out this questionnaire! The in-service training as well as the AOIS system was outstanding.

Gale Turpin - Needed more AOIS machines to practice on. Too much time between traini g and time the AOIS machine was delivered to site to be used.

John Loden - We need someone to visit the school site while we have the terminal on hand so as questions can be posed and answered.

Noah E. Lambeth - update audio visual

lag time - no printed materials - in-service too far in advance

Johnnie M. Franklin - Failure of the machine to operate properly after going through all the instructions steps. Who prepares these machines?

John H. Taylor - This school is too heavily populated for one unit. We need two units.

Mrs. Ernestine - The materials and/or information provided is good but could be updated. Some of the salary scales and employment data has changed.

There are certain procedures that must be followed in order to hook up to the computer, and these were not explained at the meeting, and we were left out when time came to use it.

B. K. Evans - Instructors did well in time allotted. However, I would like about 20 hours actual use.

Don Powers - The AOIS Consultants have done an excellent job in working with us.

Billy C. Todd - In All cases where response was "NO", I feel that this could have been changed had the classes been limited in size to around four people so that each person involved could have gotten better acquainted with the machine while the "experts" were there to answer questions.

Shirley C. CHappelle - In June will be my first in-service training so I can't comment at this time.

W. Black - Reference to #1 - I feel we needed a "recap" workshop with perhaps four in a group per instructor.

Clyde M. Ashley - Excellent program - A great tool for counseling students. Need more time on the terminal.

Betty Powell = Time of training was too far in advance of actual receiving the terminals I had forgotten what I had learned. I would prefer 2-3 training sessions, shorter hours at each session.

Margaret Daniel - I would have liked more time to actually do it myself until getting proficient, then I could have remembered it better.

D.L. Christensen - Possibly more individual instruction on machine.

More time actually on terminal is needed in training.

Maynard D. Portis, Jr. - Need more black colleges & more job information.

Mary Cox - Training very effective. Terminal has proven worth the time and money.

Louise M. Bond - We needed a little more time on the terminal. The system is wonderful --can't wait for the JOBS File to be implemented.

COMMENTS/CRITICISMS (UNIDENTIFIED)

Not enough time to use the computer in the training session.

Would be nice if each system remained in each school for the entire year. Realize it is a question of finances, but it would be nice.

APPENDIX P

State of Alabama
OCCUPATIONAL INFORMATION SYSTEM
901 Adams Avenue
Montgomery, Alabama 36130

April 12, 1977

Wayne Teague
Chairman of the Board

W. Charles Graves
Executive Director

Much time has elapsed since an AOIS representative has either demonstrated the system or discussed the possibility of including your agency in the computer network. We are pleased to inform you that the AOIS is fully operational with two computers (one in Mobile and the other in Montgomery) and nine information files. For your perusal, we are enclosing a typical printout from each of our four state-related files.

Currently, AOIS has forty contracted ports or systems and anticipates expanding rapidly as the result of achieving complete operational status. When both computers are fully loaded, they can accommodate sixty-one ports. Therefore, only twenty more ports may be added with the present computer configuration. These additional ports will be filled on a "first come, first serve" basis.

A member of the User Services staff will be contacting you in the near future to explore the possibility of either further demonstrations to you and your staff and/or to discuss the possibilities of including Troy State University at Montgomery in the remaining available ports.

Sincerely,

Lyle W. Smith, Ed.D.
User Services Manager

LWS/ta

Enclosure